



## Internet Contract Administration System User Guide

April 2006



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INTRODUCTION

A1

The Internet Contract Administration System (**iCAS**) is an automated web-based computer application supporting Caltrans construction contracts. There are seven modules in **iCAS**:

- A Basics**
- B Help Desk**
- C Contract Initiation/Update**
- D Contract Change Order**
- E Progress Payment**
- F Extra Work Bill**
- G Daily Diary**
- H Administration**

Modules A, B, F, and H of **iCAS** are currently in production.

Module A, **Basics**, explains how to navigate through the **iCAS** modules.

Module B, **Help Desk**, allows a user to report a problem with any of the parts of **iCAS** by submitting an “issue” to the Administrator. The issue is numbered and remains in place for resolution until it is resolved and closed.

Module F, **Extra Work Bill** (EWB), allows contractors performing contract change order work on Caltrans construction contracts to send EWBs electronically.

Module H, **Administration**, allows **iCAS** Application Administrators in each District/Region to assign Usernames, assign roles to individuals, assign individuals to active contracts, and to input the various contract markups.

Modules C, D, E and G are not yet available.

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HOW TO USE THIS GUIDE

A2

This Guide provides step-by-step instructions for using **iCAS**. The **iCAS** may be accessed through the Internet using either Netscape Navigator or Internet Explorer, along with the J-initiator plug in. See **Appendix A and B** for software information.

**Commands**, **titles** of fields, button **names**, etc. are in Arial font, bold type.

Unless otherwise indicated, use the left mouse button when instructed to “click.”

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CONNECT

A3

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Contractor (external access)

A3.1

Connect to the Internet using your Internet Service Provider. Once logged onto the Internet, enter the following URL external access address in the “Location” or “Go To” box:

<http://svctdb36.dot.ca.gov:7777/forms/frmservlet?config=EWBprod>

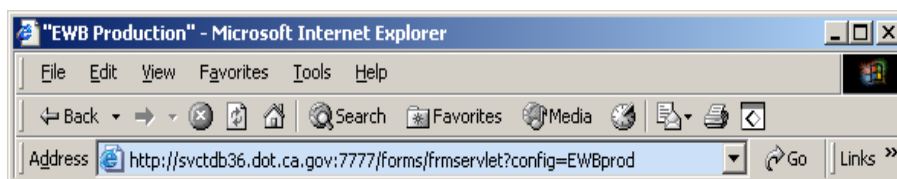


Figure 1. Internet Connection

## Caltrans (internal access)

A3.2

Connect to the Department's direct internal access address, and enter the following URL address in the "Location" or "Go To" box:

<http://svctdb34.dot.ca.gov:7777/forms/frmservlet?config=EWBprod>

If unable to connect using the Department's internal access address, the Contractor's external access address may be used.

## LOG ON

A4

The EWB System log-on window is currently the main link to connect to the EWB database and application.



Figure 2. EWB Log on Screen

The HQ/District Administrator assigns a **Username** to each individual after the individual has been trained to use the EWB system. The **Username** is a unique identifier for each individual, and only that individual should use it – do not let others use your **Username** and **Password**.

The first time a user logs on or when a password has been reset, a default password is assigned. The Database will always be **CMS**.

With the cursor in the first field (Username), type the following information (entries are not case sensitive):

1. Username and press the **Tab** key.
2. Password and press the **Tab** key.
3. The database (EWB) and click the **Connect** button or press the **Enter** key.

Upon successful log-on using the default password, a change password window will appear, and prompt user to enter a password of their choice. The first character must be an alpha character. The rest of the password must be alphanumeric or alpha only, with a minimum of 5 characters and a maximum of 30 characters.

Once the log-on process and connection is complete, user will have access to the EWB application and data.

## Broadcasts

A4.1

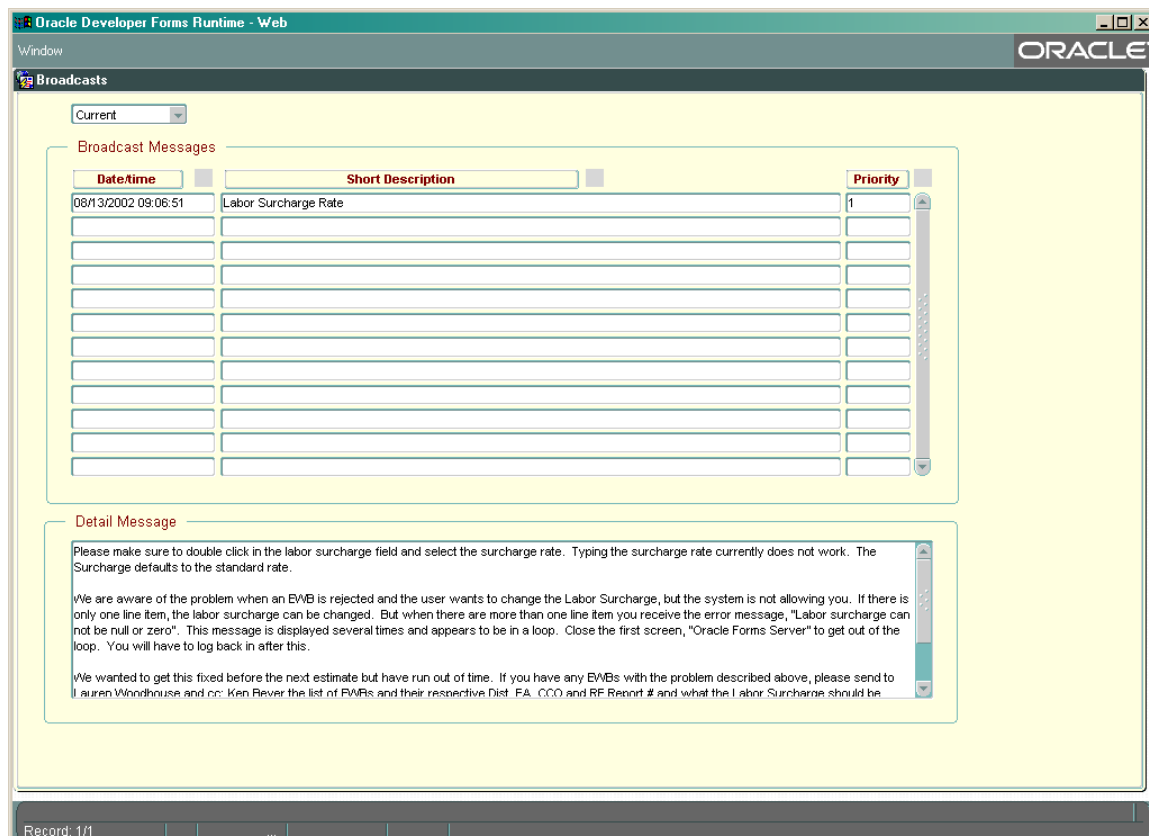


Figure 3. Broadcast screen

The Broadcast feature informs user of important information regarding the system. Upon successful log on, any **current** Broadcast will be displayed. Click the **X** in the upper right hand corner to close the Broadcasts window.

The user can click on the Broadcast button at any time on the Main Menu to enter the Broadcast screen. To view **All** Broadcasts, click on the down arrow in the upper left-hand corner and all Broadcasts will appear. Broadcasts appear in **reverse** chronological order (oldest to latest). However, they can be viewed in one of the following methods:

- Current chronological order (by clicking on Date/Time)
- Short Description (places description in alphabetical order)
- Priority (lists priorities by number)

User can highlight a specific Broadcast to view the information shown under Detail Message.

## Main Menu

A4.2

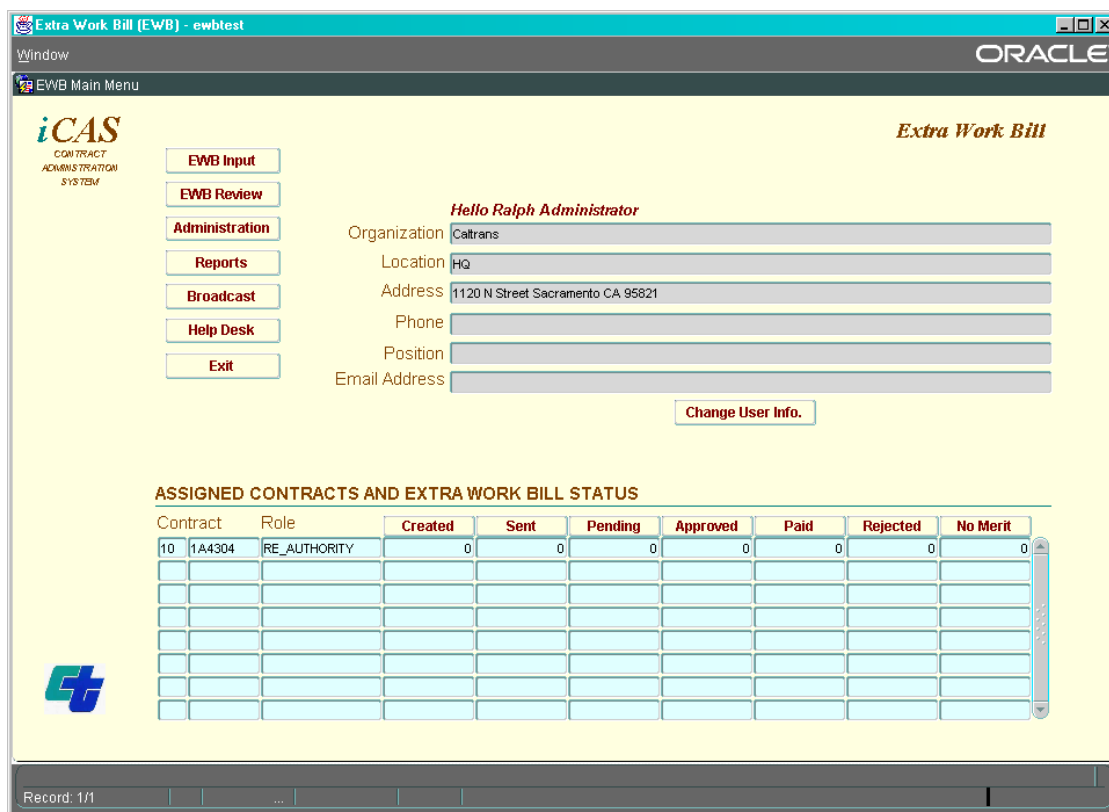


Figure 4. Main Menu screen

Users will see the EWB Main Menu displayed, and can select one of the following options. Information on some of these options is covered in other sections in this Guide.

1. **EWB Input** - To input a New EWB and to query the system for an existing EWB.
2. **EWB Review** -To review EWBs that have been sent to the RE by the Contractor.
3. **Administration** – To be used by HQ/District Administrators only.
4. **Reports** - To review and print various types of EWB reports.
5. **Broadcast** – To view notifications of important information regarding the system.
6. **Help Desk** - To report issues and problems in using the system.
7. **Exit** - To leave the EWB system.
8. **Change User Info** – To update a user's information upon changes in position, email address, phone numbers, or location.
9. **Assigned Contracts and Extra Work Bill Status** – To view all contracts assigned to the User Profile and gives access to the EWB Status screen.

**Note:** The Contract Authorization form **must be** submitted to the RE and/or District/Region Administrator in order to have a contract assigned to a user.

The **Hello User** displays user profile information. If information is not correct, user should update by clicking the **Change User Info** button and make appropriate changes.

**Note:** Contractors are not allowed to select the EWB Review button, and only Administrators have access to the Administration button.

### Assigned Contracts and Extra Work Bill Status

### A4.3

The **Assigned Contracts and Extra Work Bill Status** displays all the contracts assigned to a user profile, and a list of the number of EWBs in each category for each contract since the last payment was processed. A bill moves through the categories as the status of the bill changes. A bill can only be listed in one category at a time.

EWBs in the “No Merit” and “Paid” categories will be displayed for 45 days and all other EWBs will remain in their appropriate category until their status changes.

To access the **Status** screen, double-click in any of the categories for which the Status Screen is to be viewed. E.g., if the Status for Rejected EWBs is to be viewed, double click on the line in the category for Rejected EWBs and the Status screen will appear.


[illegible]

Figure 5. EWB Status screen


There are two options in which to view the EWBs in the Status screen, one is **Sort By** and the other is **View All**.


**Sort By** The default sort is to the RE Report number, but the option of sorting by Contractor Report No., or Date Performed is available by clicking in one of these fields.

**View All** This option defaults to only the latest Revision and Correction numbers. However, by clicking in this field, will display all Revision and Correction numbers.

From the right side of the **Status** screen, the user can click on the **Reports** icon,  to view the **Report Menu**, or the user can click on the **Detail** button to display the individual bill. When in the **Detail** screen a **Created** EWB can be updated and sent, and a **Rejected** EWB can be Revised.

The **Total amount for EWBs** field at the bottom displays the total amount of all EWBs displayed in the **Status** screen. This is not the total amount that will actually be paid.

On the **Tool Bar** there is a **Refresh** icon . By clicking this icon, all EWBs with a change in their status will be removed from this screen. The EWBs will now be displayed in their appropriate status category.

To exit the Status screen, click on the "Return to Previous Screen"  icon located in the upper right corner.

## COMMANDS

A5

The EWB System contains one Command Menu that provides drop-down options displayed across the top of the screen, and one icon button toolbar. The Command Menu and toolbar work like any other Microsoft pull-down menu and toolbar.

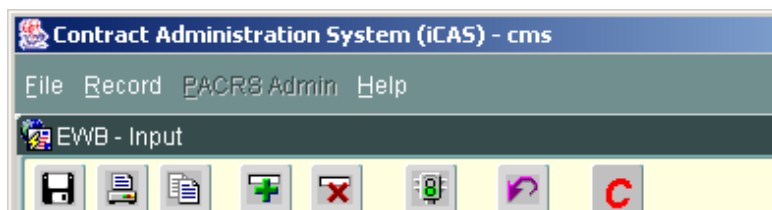


Figure 6. Command Menu

When a Command Menu is clicked, a drop-down list of options will appear. Select and click the appropriate option.

Across the top of the screen are three main commands (action choices): **File**, **Record**, and **Help**. The following are the options and the resulting actions.

### File

A5.1

<b>Clear All</b>	Clears all data from the current screen
<b>Save</b>	Saves all changes that were made
<b>Reports</b>	Allows user to select from a variety of pre-designed reports to view or print using the report reader
<b>Change Password</b>	Provides a pop-up window to allow user to change their password
<b>Exit</b>	Exits the current screen in the EWB application.

### Record

A5.2

<b>Previous</b>	Navigates to the previous record (line) on a multi-record screen such as the Equipment screen
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<b>Next</b>	Navigates to the next record (line) on a multi-record screen such as the Materials screen
<b>Scroll Up</b>	Scrolls the current screen's list of records so that previously hidden records from the top of the list are displayed
<b>Scroll Down</b>	Scrolls the current screen's list of records so that previously hidden records from the bottom of the list are displayed
<b>Insert</b>	Creates a new record in the current folder screen after the current record; fields are blank to allow input
<b>Remove</b>	Removes the current record from the database; and fields of the record are blank
<b>Clear</b>	Clears the current unsaved record from the block; and all fields are blank

## Help

A5.3

<b>Display Error</b>	Provides additional information if an error is encountered.
<b>On Line Documents</b>	Will display the User's Guide and the Phone List for all Administrators
<b>Help Desk</b>	Access the <b>Help Desk</b> module of the EWB System.
<b>About</b>	Generates information about the version of the EWB System.

## TOOLBAR

A6

The toolbar, which is displayed below the command line at top of the screen, has eight icon buttons: **Save**, **Reports**, **Copy**, **New Record**, **Remove Record**, **Send EWB**, **Revise EWB**, and **Corrections**.

By placing the cursor on any of the icons across the top of the screen, a tool tip displays the name of the icon. The following icons have the resulting action:



**Save** – Saves all changes that were made.



**Reports** – Allows user to select from a variety of pre-designed reports and to send the report for viewing and/or printing.



**Copy** – Makes a copy (clone) of the displayed EWB. Contractor and Resident Engineer Report Numbers need to be changed for this new EWB.



**New Record** – Clears the screen for new input; mode changes to Input mode



**Remove Record** – From the EWB title page, removes entire EWB, or from other screens removes a single detail line.



**Send EWB** – Use only from the EWB Input screen to send an EWB to Caltrans for review.



**Revise EWB** – Use only from the EWB Input screen after an EWB has been sent to and rejected by Caltrans.



**Corrections** – Use only to correct or delete (reverse out) an approved EWB.

## PASSWORD

A7

To change a password when in EWB Input or EWB Review:

1. Choose **File** from the Command Menu.
2. Click on **Change Password**. The screen displayed in Figure 6 will appear.
3. Type in a new password in the **Enter New Password** box. (The first character must be an alpha character. The rest of the password must be alphanumeric or alpha only, with a minimum of 5 characters and a maximum of 30 characters.)
4. Re-type the new password in the **Verify New Password** box.
5. Click the **OK** button if no error messages are encountered.
6. Click the **Cancel** button if to stop this process. The password will not be changed from the current password.

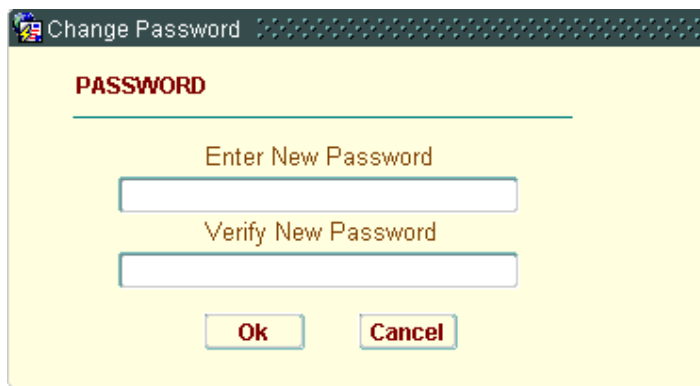


Figure 7. Change Password Screen

If the password is forgotten, call and/or email the HQ / District EWB Administrator (see Appendix D). The Administrator will reset the password. When logging onto the system, use the default password, and the system will prompt user to change the password. A previous password may re-used.

**Note:** Passwords are not displayed as text. They appear as a series of asterisks to ensure security.

## LOG OFF

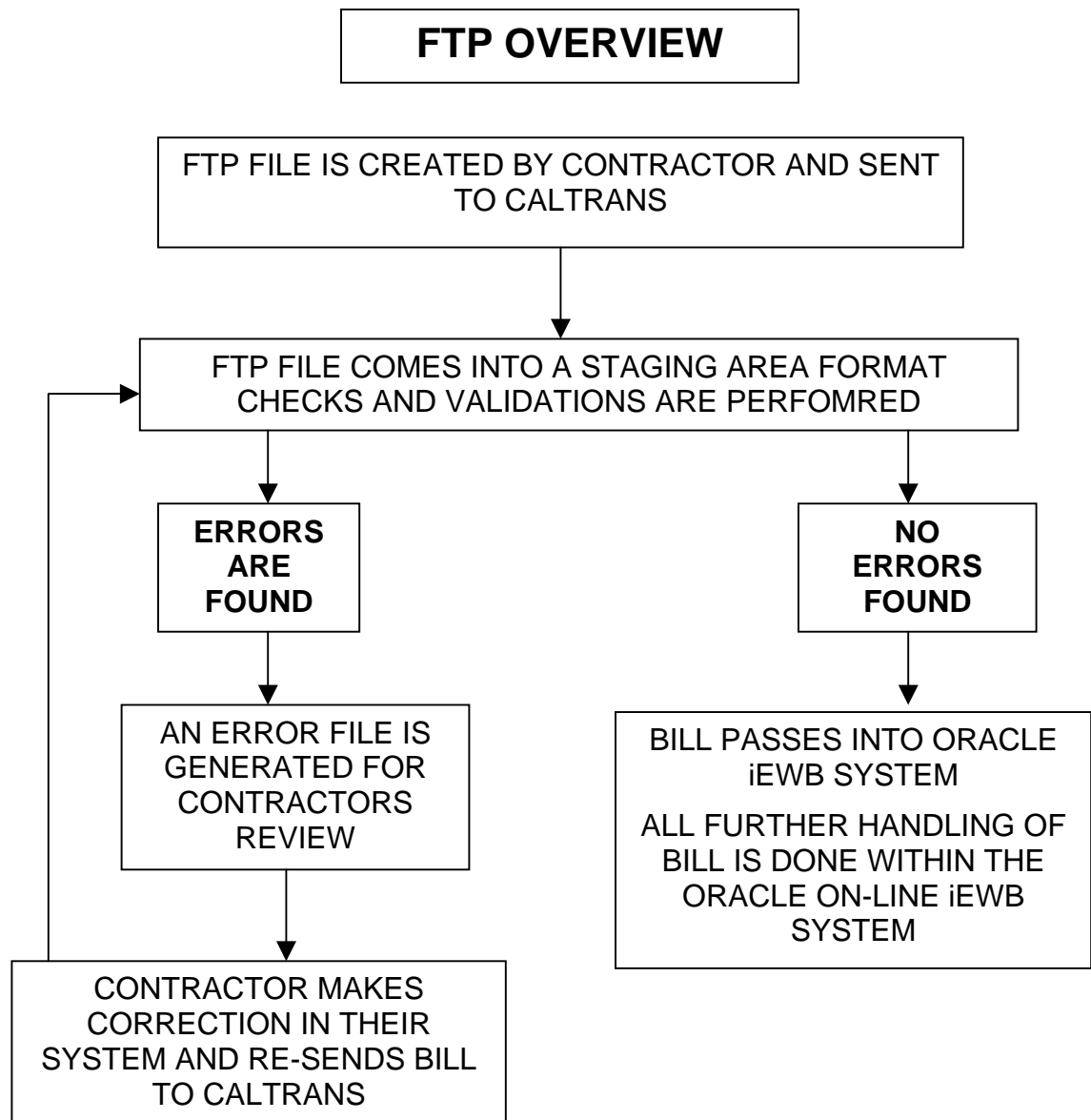
A8

Before leaving the EWB system, save work that has been entered. Exit the EWB application from the Main Menu by using the **Exit** option. Do not use the **X** in the upper right hand corner.

FTP (File Transfer Protocol) can be accessed at  
<ftp://username@svctdb36.dot.ca.gov:2100>

For more information on FTP, go to the Caltrans Construction web site at  
<http://www.dot.ca.gov/hq/constru>. Click on Electronic Submission of Extra Work Bills,  
then Optional Methods of EWB Entry, then File Transfer Protocol Option.

This is a schematic of how the FTP process is handled by the iEWB system.



## GENERAL

B 1

The **Help Desk** module is designed so users can input issues, track the resolution progress and close issues when resolved. All users are capable of entering issues and all issues are recorded via the **Username**.

## Report an Issue

B2

**Report an Issue** is the default tab for this module. This module is made up of four screens:

1. **Report An Issue**
2. **Research Issues** (This tab has been disabled until a future release.)
3. **Check Status**
4. **Issue Detail**

To access **Help Desk**:

1. Click on **Help Desk** under **Help** on the command menu.
2. Click on **Help Desk** on the **Main Menu**.

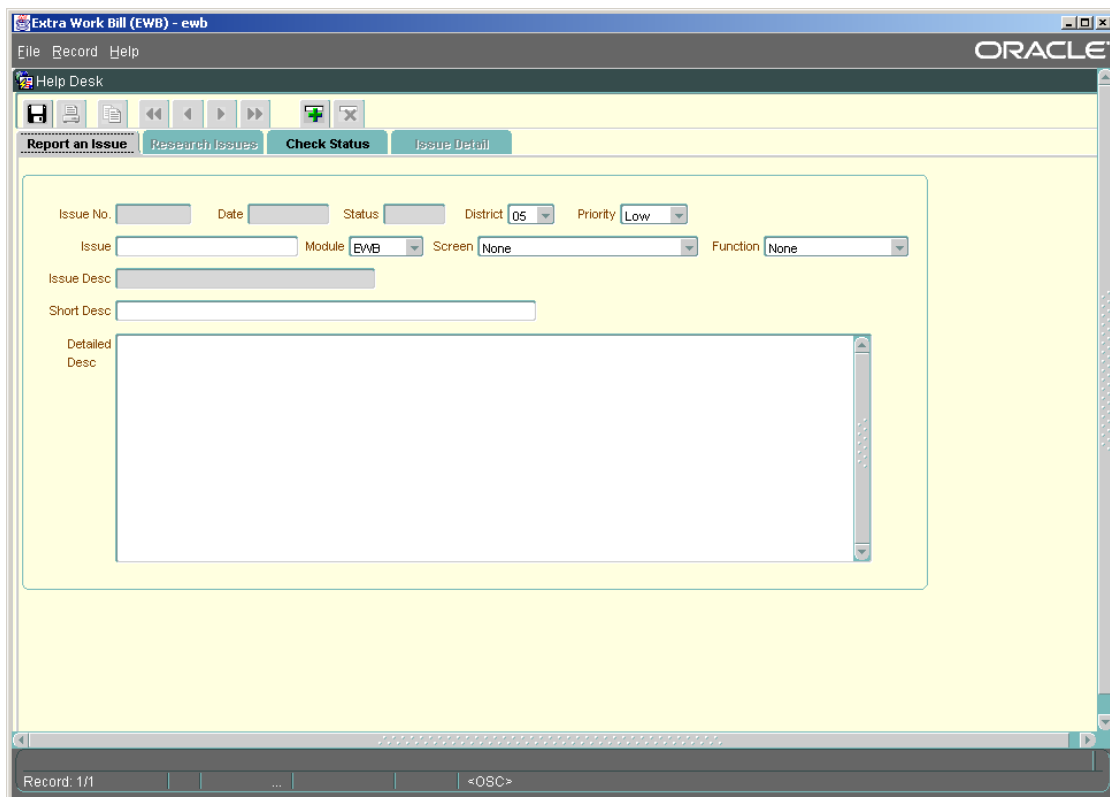


Figure B2. Report an Issue Screen

The first screen in **Help Desk** is **Report an Issue**. This screen is used to report an issue, suggest an enhancement, or to make comments about the EWB System.

---

Displayed Fields

B 3

<b>Issue No.</b>	Issue identification number, assigned automatically by the system, can be used for tracking purposes.
<b>Date</b>	When issue is entered into the system.
<b>Status</b>	Will always be New at this point.
<b>Issue Description</b>	Description of Issue Code.

---

Required Fields

B 4

<b>District</b>	The assigned district.
<b>Priority</b>	User's perception of issue, but can be changed by HQ / District Administrators.
<b>Issue</b>	A code selected from LOV.
<b>Module</b>	Use <b>EWB</b> .
<b>Short Description</b>	Free-form brief description of issue.
<b>Detailed Description</b>	The place to enter all pertinent data regarding the issue, i.e., District, EA, CCO, report numbers, data entered and steps performed at the time, and what error messages were received, etc.

---

Other Fields

B 5

<b>Screen</b>	A LOV indicating to which screen the issue pertains.
<b>Function</b>	A LOV indicating to which functions the issue pertains.

---

Enter an Issue

B 6

To report an issue or suggest an improvement:

1. Put the cursor in the **District** field and double click. Select district from LOV.
2. **Note:** The district can be typed in and for non-Caltrans users the district would be the district where the project is located.

Click on the down arrow key on the right side of **Priority** for the choices in the drop down box. Highlight appropriate choice and click on it to enter selection into the field. As a guide, the following applies:

<b>High</b>	Impacts being able to use system and may result in inaccurate transactions.
-------------	---

**Medium** Able to work but data may be missing or misleading.

**Low** Does not impact work but would be an improvement.

3. Double click in the **Issue** field for LOV of issue categories. Highlight issue that best fits and click on it. Issue Code will be displayed in the field.
4. Click on the down arrow, on the right side of **Module**, for the choices in the drop down box. Highlight the appropriate choice and click on it to enter selection into the field.
5. Click on the down arrow, on the right side of **Screen**, for the choices in the drop down box. Highlight the appropriate choice and click on it to enter selection into the field. If the issue is not related to a particular screen, select "None".
6. Click on the down arrow, on the right side of **Function**, for the choices in the drop down box. Highlight the appropriate choice and click on it to enter selection into the field.
7. Use key words to enter a brief "title of the issue" in the **Short Description** field. The maximum number of characters is 75.
8. Enter as detailed description as possible in the **Detailed Description** field of the events before and after the problem occurred, using error messages from **Help – Display Error** on the **Command Menu**. The HQ/District Administrator will use this information to re-create and resolve the issue.
9. Note: Please describe only one issue per Help Desk ticket.
10. Save the issue by clicking on the save icon or by clicking **File** then **Save** from the **Command Menu**. When **Saved**, the issue automatically goes to the **Help Desk**.

**Note:** To automatically advance to the next field, use the **Tab** key.

On the command line, under Help, the user should click on Display Error when a problem arises. Information displayed here and noted in the issue could help the Administrators solve the problem.

---

## Research Issues

B 7

This screen has been disabled until a future release. This screen will have a list of all previous issues entered. It will serve as a library of issues for user's use.

---

## Check Status

B 8

This screen is used to check the status of an issue. Users will only see the issues they input or those input by the iCAS Administrator on their behalf. Administrator will only input if user could not get into the system. With the exception of **Order by**, this screen is display only.

The **Order by** filter allows users to select from the drop down list the order in which the issues will be displayed.

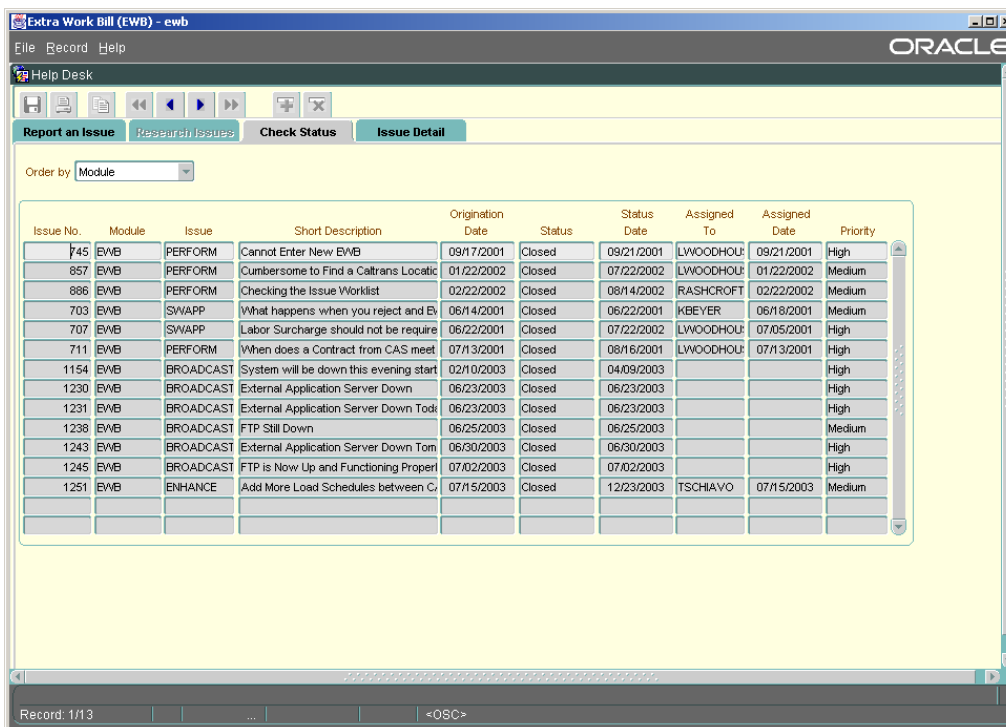


Figure B8. Check Status Screen

## Issue Status

B 9

To check on the status of an issue previously submitted:

1. Place cursor in the **Order By** field.
2. Click on the arrow to the right side of the field.
3. Highlight and click on the selected order choice to display a list of issues in that order. Choices are:

**Module**  
**Issue**  
**Short Description**  
**Origination Date**  
**Status**  
**Status Date**  
**Assigned To**  
**Assigned Date**  
**Priority**

From the displayed list of issues users can tell at a glance the status of an issue. The **Status** field will be either:

**New** Status is **New** until issue is assigned to an Administrator.



<b>Open</b>	Status is <b>Open</b> while the issue is being worked on.
<b>Resolved</b>	Status is <b>Resolved</b> when Resolution code is input.
<b>Closed</b>	Status is <b>Closed</b> when user is satisfied and clicks <b>User Approval</b> box on <b>Issue Detail</b> screen.

## Issue Detail

B 10

The **Issue Detail** screen provides details of what is happening with an issue, and is made up of two parts. The top is automatically filled with the information input on the **Report an Issue** screen. The bottom is where HQ/District Administrators document their efforts in resolving the issue. Users can follow the progress of their issue(s) without making any phone calls for status updates.

**Note:** A user can make changes to the issue on the **Issue Detail** screen up until the time the issue is assigned to an iCAS Administrator. Once assigned, the issue is “grayed out” and no changes can be made.

The **Issue Detail** screen is where users indicate satisfaction with the resolution of an issue by checking the **User Approval** box within 30 days of resolution. If no response is made within specified time, then issue will be assumed satisfactorily resolved and Administratively closed.

Extra Work Bill (EWB) - ewb

File Record Help

Help Desk

Report an Issue Research Issues Check Status Issue Detail

Issue no. 745 Requestor BBROWN01 District 09 Status Closed Status Date 09/21/2001

Module EVB Screen EVB INPUT-Title Function New

Issue PERFORM Issue Desc Performance Issue Date 09/17/2001 Priority High

Short Desc Cannot Enter New EWB

Explanation

I received a call from Kal Sondh in Bakersfield, who has been trying to input EVBs for contract 09-304504, CCO #1, and the system keeps telling him this district is invalid.

This contract was set up in his profile and the CCO has been entered into the CAS system, but he still cannot enter EVBs. Can you help?

Assigned To LWOODHOUSE Assigned Date 09/21/2001 Resolution Code PROVASSIST Resolution Date User Approval ☒

Resolution Comments

Talked to Bina. User was trying to input bill into CAS. In CAS you have to be assigned to a district specific district. User is assigned to Dist. 6 not 9. Bina instructed him to use EWB.

Record: 1/1 <OSC>

Figure B9. Issue Detail Screen

To access the **Issue Detail** screen, start in the **Check Status** screen.  
In the **Check Status** screen:

1. Select the preferred order and bring up list of issues.
2. From the displayed list, place the cursor in the **Issue No.** field of the issue wanted.
3. Click on the **Issue Detail** tab to see the detail screen for that issue.

The fields on the bottom part of this screen are:

<b>Assigned To</b>	Displays name of Administrator assigned to work on the issue
<b>Assigned Date</b>	Displays date Administrator was assigned.
<b>Resolution Code</b>	Displays code for how issue was resolved.
<b>Resolution Comments</b>	This is a free form field for Administrators to document their efforts to resolve the issue.
<b>User Approval</b>	Clicked when user agrees issue is to be closed.

## Close an Issue

B 11

When an Administrator feels that an issue is resolved, the resolution will be documented on the **Issue Detail** screen and a **Resolution Code** will be entered. The entry of this code automatically changes the **Status Code** to **Resolved**. User must review the resolved issue and if in agreement, close the issue. If not in agreement, contact the iCAS Administrator who resolved the issue and discuss it. The issue can be re-opened if there is more that can be done.

To close an issue:

1. Select the **Check Status** tab;
2. Bring up list of issues in the order of user's choice.
3. Select an issue with the **Status Code** of **Resolved**.
4. Place cursor in the **Issue No.** field for that issue and click on the **Issue Detail** tab.
5. If in agreement that issue is resolved, click on the **User Approval** box. The status will change to "Closed".

**Note:** If not in agreement that issue is resolved, contact the assigned iCAS Administrator for that issue to discuss it, and possibly re-opening it.

6. If no response is made within 30 days of resolution, issue will be assumed satisfactorily resolved and Administratively closed.

## Review Resolution

B 12

If in agreement that issue is resolved, click on the **User Approval** box. The status will change to "Closed".

If you don't agree that issue is resolved, contact the assigned iCAS Administrator for that issue to discuss it, and possibly re-opening it.

---

CREATE

---

F 1

---

General

---

F 1.1

The EWB input screen is used to:

1. Create a new EWB.
2. Update or delete an EWB that has not yet been sent. EWB that has been sent can be deleted if status is still New.
3. Process a user query for a detailed EWB.
4. Revise a rejected EWB.
5. Reverse (delete) or Correct an approved EWB.

---

Screen Configuration

---

F 1.1-1

Information fields on the screen enable users to understand the screen components.

There are three icon buttons in the top right-hand corner of the screen. They are standard in MS Windows applications.



Figure F1.1-1. Minimize, Maximize, Close Screen Symbols

The left symbol minimizes (reduces) the screen display and places a reference symbol to it at the bottom of the screen on the status bar line. To return to a minimized screen at any time, click on this symbol.

The center symbol maximizes (enlarges) the screen display, causing the current window to fill the screen. It's best to always maximize.

The right symbol closes (exits) the current window.

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Tip

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F 1.1-2

1. When the cursor is in a field where there is a drop down menu or a list of values (LOV) available to populate (fill in) that field, double-click in the box and the LOV will appear.
2. The fields with a white or a teal colored background will accept data input. Fields that are "grayed out" will automatically provide information generated from the system. User will not be able to enter or revise data in the "grayed out" fields. Note: The exception to this rule is when user is in a LOV and the "Find" field is grayed out.
3. The system prefers the use of the **Tab** key to move from one field on the screen to the next. Movement through the fields on the screen is left to right and top to bottom. Holding the **Shift** key and pressing the **Tab** key will move the cursor backward from field to field, only after that field is completed.

4. Each data input field on the **Title** screen and each data input line on the **Equipment**, **Material**, **Labor** or **Other** screens, are considered one record.
5. To save the EWB record to the database, click the **Save** icon. User will be prompted to save the record. If any errors occur, a message will be displayed, and the cursor will appear in the field with the error so it can be corrected.
6. When working in the **Equipment**, **Material** or **Labor** screen, pressing the **down-arrow, tab, or return** key on the keyboard at the end of a record will calculate the record total and move the cursor to the start of the next record.
7. A user can also use the mouse to move to any field after that field is completed, but only after “tabbing” out of the field. Otherwise, the data keyed into the one field will most likely be lost and not be entered into the system.
8. A **beep** from the system indicates a message is displayed. The message may be instructional, advisory, or it may be an error message. In some cases, user may have to respond to the message by clicking on a button in a displayed message box in order to continue.
9. If an error message is not understood, click **Help** from the command menu and click on the **Display Error** option. More information about the error will be displayed.
10. To capture a screen print use the Control P, which brings up a print menu or Control, Alt, Print Screen, and Paste it into a Word document to print.

## Title

## F 1.2

User must be in **EWB Input**, viewing the **Title** screen to create a new EWB.

The screenshot shows the 'Title' screen of the 'Contract Administration System (iCAS) - ewb'. The interface includes a menu bar (File, Record, Help) and a toolbar with icons for saving, deleting, and other functions. The main area is divided into several sections:

- Contract Information:** Fields for Contract Number (05), CCO No., Report No., Contractor Rpt. No., and Date Performed (04/06/2004).
- EWB Status:** Fields for EWB Status Code (New EWB), Status Date, Origin (ORA), Last Update Date, and Username.
- Reviewer Notes:** A text area for notes.
- Error Codes from CAS:** A text area for error codes.
- Summary Table:** A table with columns for Equipment, Material, Labor, and Other, showing Detail Total, Markup %, Markup Amt, and Subtotal.
- Contractor's Comments:** A text area for comments.
- Reject Section:** Fields for Reject Title Tab, Reject Code, and Rejection Comments.

The bottom status bar displays 'Enter value for : DISTRICT - From 01 to 12' and 'Record: 1/1'.

Figure F1.2 Title Screen

**Required Fields****F 1.2-1**

The following fields must be completed:

<b>District Number</b>	Numeric; select from LOV or enter a value.
<b>Contract Number</b>	EA, Alphanumeric; select from LOV or enter a value. Phase 4 contracts only. If the contract number being entered is not in the system, EWBs cannot be created. Contact the HQ or District Administrator.
<b>CCO Number</b>	Numeric, enter a value or select from LOV.
<b>Pay Method</b>	Select from the Drop Down list. The Pay Method Balance is updated after the bill is approved.
<b>Contractor Rpt. No.</b>	Alphanumeric, maximum of six characters.
<b>Date Performed</b>	Six digits, format automatically generated. The Date Performed field must contain a valid date for the EWB to be added to the database. <u>If the EWB covers a range of dates</u> , the last date of the range is to be entered in this field. <u>If the EWB covers many days of work because it is an adjustment</u> , the last day applicable (or worked) is to be used for the Date Performed field.
<b>Work Performed By</b>	Free form field.
<b>Description of Work</b>	Free form field

**Other Fields****F 1.2-2**


<b>Pay Method Balance</b>	Display only, balance is provided by the system. For Force Account and Unit Price, the balance shown includes funds for the rule that can pay double the CCO up to \$15,000 max. The Pay Method Balance is only updated after the estimate is run.
<b>Contractor Revision No.</b>	Display only field; incremented by the system.
<b>RE Report No./Corr. No.</b>	Automatically provided by the system for all EWBs. <b>Note:</b> The RE can change the system-generated number with a number of his/her choice on the EWB Review screen. Change must be done <u>prior to</u> saving EWB and exiting Review.
<b>Contractor Job No.</b>	Allows for a maximum of six characters and can be alphanumeric.
<b>Date Received</b>	System will default to today's date.

<b>50% Flag</b>	Default is "N". "Y" is the only other valid value. Must be set to "Y" to pay 50%.
<b>Sub Markup</b>	<p>Defaults to "N". "Y" is the only other valid value. Must be set to "Y" to pay markup.</p> <p>This markup only applies to approved Subcontractors per Section 8 of the Standard Specifications.</p>
<b>R/W Delay</b>	Defaults to "N". "Y" is the only other valid value. If the R/W box indicates yes, the system allows input of equipment hours, with a maximum of 8 hours of regular time, and the delay factor is applied to the equipment. No equipment overtime hours will be allowed. No Material information will be allowed. Labor regular and overtime hours <b>are</b> allowed. No equipment or labor markups will be applied. Idle time paid on force account only for R/W Delay.
<b>Partner Switch</b>	Defaults to "N". "Y" is the only other valid value. If "Y", enter the 0.50 (50%) share of the cost on the Material Tab.
<b>Contractor's Comments</b>	A free form field to make comments about the EWB.

**Note:** The BR SW flag has been moved to the EWB Review screen. The Labor Surcharge selection has been moved to the Labor Tab screen.

## Input

## F 1.2-3


1. Click on the  **New Record** button. This clears the screen for input of a new EWB and places the cursor in the district number field under **Contract Number**.
2. Type in the district number, or double-click and select from the LOV.
3. Double-click in the second field under **Contract Number**. Select Contract Number from the LOV. If Contract Number is not listed, EWB cannot be entered. Contact the HQ or District Administrator. Press the **Tab** key.
4. Type in 3-digit numeric **CCO Number**. Press **Tab**.
5. To enter the **Pay Method**, click on the down arrow to the right of the field. Highlight the appropriate Pay Method, and press **Tab**.
 

**Note:** If the pay method balance is \$0.00, **either** the CCO is not approved and not in the system, or the pay method is incorrect.
6. Enter the **Contractor Report Number** if provided, or use the RE number.
7. Enter **Date Performed**. In the case where work covers a period of time (such as an adjustment), use the last day for the period of time as the Date Performed. Press **Tab**.

8. The **Date Received** field defaults to current date for Caltrans input, or could be changed to actual date the hardcopy EWB is received. For Contractors, the **Date Received** is the date the EWB is sent to Caltrans for review.. Press **Tab**.
9. Enter the **Contractor Job Number**, if provided, and press **Tab**.
10. In the **50% Flag** field, "N" is the default. If flagging charges apply to this EWB, enter "Y", and press **Tab**. Do not apply flagging on Lump Sum or Unit Price Pay Methods.
11. In the **Sub Markup** field, "N" is the default. If yes, type "Y", and press **Tab**. Do not apply Sub Markup on Lump Sum or Unit Price Pay Methods.
12. In the **R/W Delay** field, "N" is the default. If there is a Right of Way delay factor with associated charges, enter "Y", and press **Tab**.
13. In the **Partner Switch** field, "N" is the default. If this EWB is for a Partnering payment, enter "Y", and press **Tab**. If "Y", all other flags must be set to "N".
14. The **Work Performed By** field is free form. Enter the name of the Prime Contractor. If a Subcontractor or Specialists performed the work, add to Prime Contractor's name. Press **Tab**.
15. **Desc of Work** field is a free form. Enter a description of the work accomplished for this EWB. Press **Tab**.
16. **Contractor's Comments** is a free form field. Enter comments, which provide additional information about the EWB.
17. To save the completed **Title** screen, click on the **Save** icon, or click on **File** and click **Save**. If user attempts to go to another screen without saving their work, the system will prompt user to save changes.
18. Now user is ready to move to another screen within the EWB, such as **Equipment**, **Material**, **Labor** or **Other**. Simply click on the screen name with the mouse.

---

**Tip****F 1.2-4**

1. If user has completed the Title screen, and has not saved it and does not wish to save it, click the  **New Record** icon to clear the data. User may also click on File, Clear All option on the Command Menu.
2. When a Title screen is created and saved, the system automatically assigns a RE Report Number.

---

**Equipment****F 1.3**

The Equipment Screen is for entering the contractor's equipment that was used to perform work relative to a specific EWB.

Figure F1.3. Equipment Screen

When user clicks on the Equipment Screen, the contract information will appear in the master block near the top of the screen.

The lines will be numbered automatically once the user has entered data. The **Tab** key must be used to exit the field and move to the next field of the form.

At the end of a line (record), press the **down arrow**, **tab** or **return** key. This will calculate and validate the line just completed. The cursor will move to the start of the next line.

Up to 20 equipment records (lines) may be entered for one EWB. If more records are required, create an additional EWB.

### Required Fields

F 1.3-1

<b>Equipment ID</b>	Alpha/Numeric
<b>Equipment Class</b>	Class, Make, and Model fields are validated using the LOV
<b>Equipment Make</b>	(Equipment and Misc. Equip Rates). Only valid records based on Date
<b>Equipment Model</b>	Work Performed will be displayed in the LOV.
<b>Hours</b>	<b>Regular</b> and/or <b>Overtime</b>



## Equipment Entry Rules

F 1.3-2

1. No equipment can be entered if **Pay Method** is unit price (**UP**) or lump sum (**LS**).
2. **Hours** are validated such that: **Regular Hours** cannot be greater than 8 and **Overtime** hours must not be greater than 16. (Note: Hours in this example will be used as 1-day units.)
3. **OT** hours will be grayed out if **RW Delay** = "Y".
4. Grayed out fields are either computed by the system, or do not allow data entry.

## Input

F 1.3-3

1. Enter the **Equip ID Number**. **Tab** to the next field.
2. Double-click in the **Equipment Class** field to bring up equipment LOV (Figure F1.3-3). When equipment LOV first appears, it is not necessary to move the cursor to the **Find** field, just start typing in the equipment class code.

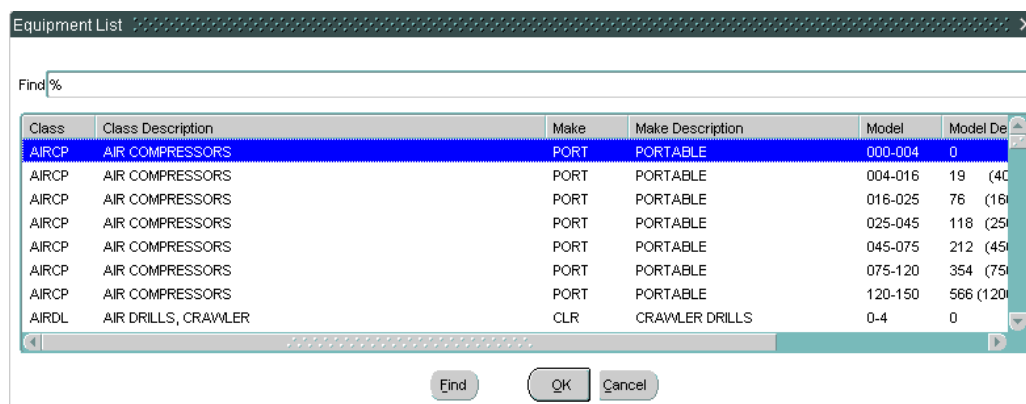


Figure F1.3-3. Equipment List of Values (LOV)

3. Type in the **Equipment Class**, the LOV will move to that Class. It might be necessary to scroll down to find the appropriate Make and Model.

**Note:** To further refine the search, place the cursor to the right side of the % in the **Find** field and type in the **Equipment Make**. Click the **Find** button. Or to find the specific piece of equipment, add another % after the make and type the **Equipment Model**. Then click the **Find** button.

Users also have an option of clicking the **down arrow button** next to the Equipment ID to select from a previously approved list of Equipment (LOV or database is per contract). This list can be further refined to search for a specific piece of equipment by typing in the Equipment ID. The selected equipment ID, Class, Make and Model will be populated.

EQUIP ID	CLASS	MAKE	MODEL	PERFORMED DATE
0041	TRUCK	T&TT	00-06	06/25/2003
0056	TRUCK	T&TT	00-06	05/02/2003
0076	TRUCK	T&TT	00-06	10/11/2003
0108	TRUCK	T&TT	00-06	10/18/2003
0120	TRUCK	T&TT	00-06	10/18/2003
022	TRUCK	T&TT	00-06	01/16/2004
0478	TRUON	TRUN	3AXL	10/23/2003

Figure F1.3-3-1. Equipment List Previously Submitted

- Highlight the equipment line, and click **OK** at the bottom of the LOV screen. The system will automatically populate the equipment **Class**, **Make** and **Model** fields. Press **Tab**.
- If there are attachments, double click in the **Attach Code** field and a LOV appears. Highlight the selection and click **OK**. Press **Tab**.
- Enter **Regular** and/or **Overtime Hours** worked as appropriate and press the down arrow, tab, or enter key to calculate the amount and move the cursor to the next line for a new entry.
- To save the completed **Equipment** screen, click on the **Save** icon, or click on **File** and click **Save**. If user attempts to go to another screen without saving their work, the system will prompt user to save changes.

Now user is ready to move to another screen within the EWB, such as **Title**, **Material**, **Labor** or **Other**. Simply click on the screen name with the mouse. Alternatively, the **Previous Tab** or **Next Tab** icon at the top of the screen may be used.

### Tip

### F 1.3-4

- Equipment Rental Codes and Rates (FAER book) are available on the Internet at: <http://www.dot.ca.gov/hq/construc/equipmnt.html>.
- Miscellaneous Equipment** is also at this address. One can determine if a particular piece of equipment is listed, if the rate is current, or if it will need to be updated. If a particular piece of equipment is not listed, it will be necessary to add it. The Contractor should provide the necessary information to the Resident Engineer who will then request a rate.
- Daily Rates (TRAFC and NONOP Classes)**: The number of units (each, per 100, days, etc.) should be entered in the **Hours** field. Even though the data represents "units", the maximum of 8 **Regular** hours and a total of 24 hours will still apply to the field.
- Hours** (units) greater than 8 and 24: Class, SAWCO; Make, ABS; can be entered in the **Material** screen as follows:

<b>Vendor Name</b>	Enter the equipment description, e.g., Delineator, Sign, Saw-kerf, etc.
<b>Invoice No.</b>	Required if an invoice date is entered: Use FAER book..
<b>Invoice Date</b>	Same as the work-performed date.
<b>Invoice Description</b>	Use equipment codes, e.g., "SAWCO ABSK LF-INDE".
<b>Units</b>	Enter the measurement unit (day, meters, each, etc.).
<b>Unit Cost</b>	Enter rate per Labor Surcharge & Equipment Rental Rates (FAER book).

5. **Equipment working 4/10, 9/80 or on Emergency Force Account Contracts:** Per the FAER Book (Page C), the Contractor will be paid at the Regular Time Rate for equipment working the 4/10 or 9/80 schedules for the forty hours per week worked. Multiple shift hours and hours in excess of 40 hours will be paid at the overtime rate.

Emergency Force Account Contracts usually stipulate that equipment will be paid at the Regular Time Rate for all hours worked.

It will be necessary to use two lines to pay the appropriate Regular Time Rate for hours worked in excess of 8 hours. If the equipment worked is in excess of 16 hours on an Emergency Force Account Contract, a third line of Regular Time Rate must be used.

## Material

## F 1.4

The **Material** screen is provided for the entry of the following as it relates to a specific EWB:

1. Material invoices
2. Miscellaneous invoices, including Partnering costs.
3. Work done by specialist(s)
4. Units (from Equipment) to be paid in excess of 24 "Hours"
5. Lump sum (LS)
6. Unit price payments (UP)

**Figure F1.4. Material screen**

When user clicks on the **Material** screen, the contract information will appear in the master block near the top of the screen.

The system numbers the lines automatically once data has been entered. The **Tab** key must be used to exit the field and move to the next field of the form.

At the end of a line (record), press the **down arrow**, **tab**, or **return** key to calculate amounts and move the cursor the next line for new entry.

Up to 10 material records may be entered for one EWB. If more records are required, create an additional EWB.

A valid copy of a vendor's invoice shall substantiate the materials. Each invoice shall clearly identify the pertinent information to match invoice with extra work bill. Invoices can be mailed, faxed or sent as an e-mail attachment if approved by the Engineer.

### **Required Fields and Entry Rules**

**F 1.4-1**

<b>Vendor Name</b>	If the vendor name is not available, use CCO or equipment description.
<b>Invoice No.</b>	Field is up to 20 characters. If there is no invoice, use the <b>RE report number</b> or enter "FAER book".
<b>Invoice Date</b>	If an invoice number is entered, an <b>Invoice Date</b> is required. If there is no invoice date, enter the date the work was performed.

<b>Invoice Description</b>	Field is up to 50 characters. Enter description of material used.  If <b>UP</b> or <b>LS Payment Method</b> , enter “per CCO #__”. If units (from <b>Equipment</b> ) are to be paid, enter FAER Codes (Class, Make & Model), in excess of 24 “hours”.
<b>Units</b>	Enter the measurement unit (day, meters, each, “hours” from equipment, etc.) associated with the unit price. If payment is for an invoice or <b>LS</b> , enter “1” (one).
<b>Unit Cost or Net Pay</b>	If payment is for an invoice, enter the <b>Net Pay</b> amount (cost of material, less discount, plus sales tax), or the LS amount to be paid.  If payment is for <b>Partnering</b> , enter 0.50 (50%) of the cost. No markups will be added.  If <b>Units</b> (from <b>Equipment</b> ), enter the “unit” cost per the FAER Book.  If <b>UP</b> , enter the <b>Unit Price</b> cost per the CCO.

**Input****F 1.4-2**

1. Enter the **Vendor’s Name** and press **Tab**.
2. Enter the **Invoice Number** and press **Tab**.
3. Enter the **Invoice Date** and press **Tab**.
4. Type the **Invoice Description** as appropriate for the EWB and press **Tab**.
5. Enter the number of **Units**. These may be expressed to three decimal points. Press **Tab**.
6. Enter the **Unit Cost**, or **Net Pay** expressed to a maximum of two decimal points. Press the down arrow to calculate amount and move cursor to the next line for a new entry.
7. To save the completed **Material** screen, click on the **Save** icon, or click on **File** and click **Save**. If user attempts to go to another screen without saving their work, the system will prompt user to save changes.

Now user is ready to move to another screen within the EWB, such as **Title**, **Equipment**, **Labor** or **Other**. Simply click on the screen tab name with the mouse.

## Tip

F 1.4-3

When billing for work done by a Specialist, the only markup allowed is 15%. Mark the Partner box on the Title screen "Y" (this removes all markups), then calculate and add the 15% on the invoice and enter that amount and one unit.

## Labor

F 1.5

The Labor Screen is provided for the entry of the contractor's labor used to perform work on a specific EWB. The screen includes fields used to record or calculate labor charges.

Figure 1.5. Labor screen

When user clicks on the **Labor** screen, the contract information will appear in the master block near the top of the screen.

The lines will be numbered automatically once data has been entered. The **Tab** key must be used to exit a field and move to the next field of the form.

At the end of a line (record), press the **down arrow**, **tab** or **return** key to calculate amounts and move the cursor the next line for new entry.

Up to 20 labor records may be entered for one EWB. If more records are required, create an additional EWB.

## Required Fields

F 1.5-1

<b>Labor Regular Surcharge</b>	Select from the LOV. When the value is selected, the Labor OT (Overtime) Surcharge field will be populated automatically.
<b>Craft ID</b>	Use LOV (see following Figure 1.5-1)
<b>Labor Name; Init</b>	Initial of first name, and if necessary, middle initial
<b>Labor Name; Last</b>	Person's last name
<b>Labor Regular; Rate</b>	Required if <b>Regular Hours</b> are entered
<b>Overtime; Rate</b>	Required if <b>Overtime Hours</b> are entered
<b>Subsistence; Rate</b>	Required if <b>Subsistence Units</b> are entered

## Entry Rules

F 1.5-2

1. No labor can be entered if **Pay Method** is **UP, LS**.
2. Regular hours must not exceed 8 hours for one day. Use two lines for 4/40's and 9/80's.
3. Overtime hours must not exceed 16.
4. Grayed-out fields are either system-generated, or data entry is not allowed.

## Input

F 1.5-3

1. Double-click in this field to populate the LOV for the **Labor Surcharge**. Highlight the appropriate description and click OK. The Labor Regular and OT Surcharge Fields will then be automatically populated. Press **Tab**.

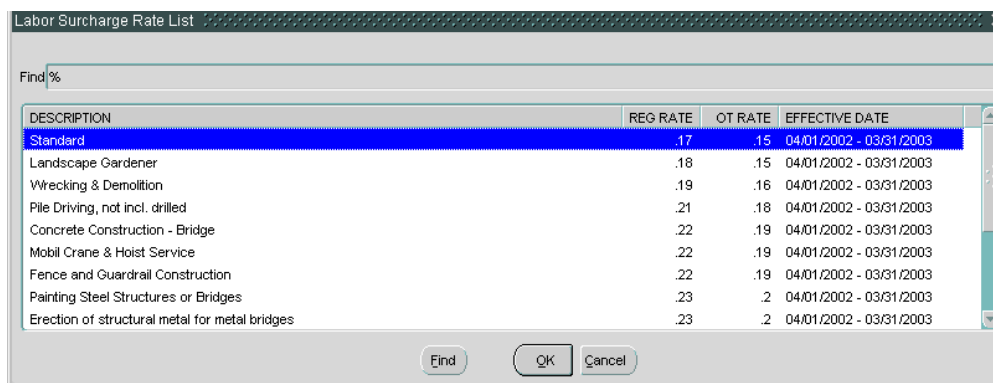


Figure F1.5-3. Labor Surcharge Rate List.

2. Double-click in the **Craft ID** field. When the **Craft ID** LOV first appears, it is not necessary to move the cursor to the **Find** field, just start typing the **Craft ID** code. Highlight the appropriate Craft and click OK.

CRAFT ID	DESCRIPTION
BMAP	Boilermaker-Blacksmith - Apprentice
BMBS	Boilermaker-Blacksmith
BMBST	Boilermaker-Blacksmith (for storage tank erection & repair)
BMP	Boilermaker (for Pipelines)
BRKAP	Bricklayer, Blocklayer - Apprentice
BRKL	Bricklayer, Blocklayer
BRKT	Brick Tender
CMAF	Cement Mason - Apprentice

Figure 1.5-3.1. Craft ID List (LOV)

Users also have an option of clicking the **down arrow button** next to the Last Name to select from a previously approved list of Craft IDs, which includes names and rates. This list can be further refined to search for a specific Craft ID and/or name by typing in the Craft ID, and clicking the down arrow button to populate the list of that specific craft and select the appropriate name.

F INIT	L NAME	CRAFT ID	RATE	PERFORMED DATE
AW	CRATER	LBR	0	04/24/2002
MR	AMBOS	CPT	36.12	11/12/2002
J	ANDERSON	ELC	14.99	05/18/2001
B	ARCHULETA	ELC	42.09	10/09/2003
F	ARMS	LBR	29.54	02/27/2002
P	AUSTIN	LBRTC	0	03/16/2001
DA	BACON	OE	0	10/11/2003
AJ	BAKER	OE	0	10/18/2003
AJ	BAKER	OE	43.16	05/14/2003
AJ	BAKER	OE	44.81	11/10/2003
G	BALL	ELC	35.65	05/18/2001
D	BARCLAY	OE	42.54	09/06/2002
L	BARRA JR	LBR	0	10/23/2003
L	BARRA JR	LBR	31.65	09/02/2003

Figure 1.5-3.2. Craft ID List Previously Submitted

3. Enter the initial of the first name, **Labor Init**(ials), of the person performing the work, and press **Tab**.
4. Enter the **Last Name** of the person performing the work. Press **Tab**.
5. Enter **Hours worked** (decimals are 1 digit max), either **Regular** and/or **Overtime** in the appropriate field. Press **Tab**.
6. Enter **Labor Rate** (decimals are 3 digits) in the appropriate field(s) for hours worked. Press **Tab**.
7. The system automatically completes the **Surcharge** fields.
8. Enter the **Subsistence Units** and **Rate**, if appropriate. Press **Tab**.



9. Press the **down arrow, tab, or enter** key to calculate amounts and move cursor to next line for new entry. Save the completed **Labor** screen, by clicking on the **Save** icon, or click on **File** then click **Save**. If user attempts to go to another tab without saving their work, the system will prompt user to save changes.

Now user can move to another tab within the EWB, such as **Title, Equipment, or Material**. Simply click on the tab name with the mouse.

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**Other****F 1.6**

The **Other** section of the Labor Tab is provided for entry of other expenses subject to labor markup from labor input. Payment is per Section 9-1.03A(1c) of the Standard Specifications.

---

**Entry****F 1.6-1**

This section allows the optional entry for payment of travel expense. Invoice verification is required. Entry is limited to one line, which the system automatically numbers "54".

---

**Input****F 1.6-2**

1. Enter the **Description** (required field), including invoice number of this charge.
2. Tab to either the **Amount** field or **Units** and **Rate** fields. User can enter one or the other, but not both.
3. To save the completed information, click on the **Save** icon, or click on **File** and click **Save**. If user attempts to go to another tab without saving their work, the system will prompt user to save changes.
4. Click on the **Title** screen to verify **Detail Totals** for each tab. Now the EWB is ready to be sent.

---


**Completion of Created Bill****F 1.7**

Once an EWB is created and saved and prior to being sent, any person who is assigned to the contract with create rights can review and make changes. A prime contractor's office staff can create, and the project manager (or other prime-authorized person) can send the bill at a later time. A subcontractor can create (if the prime authorizes), and the prime can review and send. The prime contractor can always modify a **Saved** bill prior to sending it.

After all information has been entered, checked and saved, it can be sent. An EWB cannot be updated once it has been **Sent**, and it must be **Sent** to the system before Caltrans can review and approve.

## SEND

## F 2

1. From the Title Page, click the **Send**  icon.

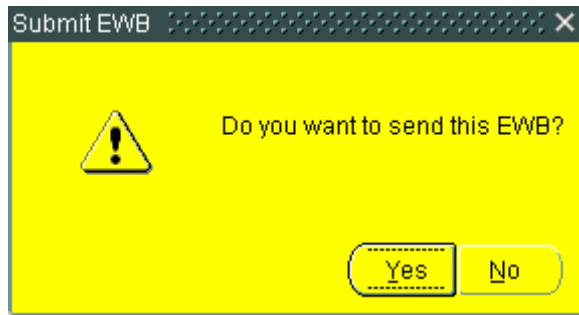


Figure F2. Send screen

2. Click **Yes**. If user does not want to send the bill, click **No**.
3. After clicking **Yes**, the message “EWB has been sent for approval” is displayed at the bottom of the screen.

Clicking **Yes** changes the EWB system status from **Created** to **Sent**. This places the EWB in the review queue for a Caltrans Resident Engineer’s review. See Appendix H, Status Codes.

**Note:** A **Sent** bill can be deleted from the Input screen in the Query mode, or from the Status screen, if the bill has not been reviewed and the status is still New.

## FIND

F 3

## General

F 3.1

The query mode can be used to find an existing EWB to perform any of the following functions:

1. **Update, delete or send** an EWB that has been created but not yet sent.
2. **Copy** a previous EWB.
3. **Revise** a rejected EWB that has not yet been approved.
4. **Correct** an EWB that was approved and has an error. This is also used to reverse out an EWB that was approved in error, such as a duplicate.
5. **Print**.

The Contractor and Caltrans users can only **"Find"** contract numbers that are assigned to them.

## Find

F 3.2

From the **Title** screen:

The screenshot shows the 'Contract Administration System (iCAS) - ewb' window. The 'Title' tab is selected. The 'Mode' button is highlighted with a red circle and an arrow pointing to the word 'Mode'. The 'Find' button is also visible. The 'Contract Number' field is set to '05'. The 'Pay Method' is set to '+FVW@FA'. The 'Date Performed' is '04/06/2004'. The 'Contractor Job No.' is 'N'. The '50% Flag' is 'N'. The 'Sub Markup' is 'N'. The 'RAW Delay' is 'N'. The 'Partner Switch' is 'N'. The 'Labor Regular Surchg' is 'N'. The 'Labor OT Surchg' is 'N'. The 'Work Performed By' field is empty. The 'Desc of Work' field is empty. The 'Contractor's Comments' field is empty. The 'Reject' section shows 'Reject Title Tab', 'Reject Code', and 'Rejection Comments'. The 'Contract Role' field is empty. The 'EWB Status' section shows 'Code' and 'Description'. The 'Status Date' is 'ORA'. The 'Last Update' is empty. The 'Reviewer Notes' field is empty. The 'Error Codes from CAS' field is empty. The 'Estimate No.' is '99'. The 'OverHead' is empty. The 'Sub Markup %' is empty. The 'Sub-Markup Amt' is empty. The 'Detail Total' is empty. The 'Markup %' is empty. The 'Markup Amt' is empty. The 'Subtotal' is empty. The 'Equipment' field is empty. The 'Material' field is empty. The 'Labor' field is empty. The 'Other' field is empty. The 'EWB Total Amount' is empty. The 'EWB Adjusted Total Amount' is empty. The status bar at the bottom shows 'Enter value for: DISTRICT - From 01 to 12', 'Record: 1/1', and '<OSC>'.

Figure F3.2 Title screen

1. Click the **Mode** button in the top section of the EWB input screen. This will put user in the Query Mode and place the cursor in the district portion of the **Contract Number**. Tab to the next field.

The system generates a default district number based on the user's profile. This number can be changed to another district if incorrect.

2. Enter the **Contract Number**, and tab to the next field to further refine the query **or** click **Find**.
3. Enter the **CCO No.**, and tab to the next field to further refine the query **or** click **Find**.
4. Enter the **Report No.**, and tab to the next field to further refine the query **or** click **Find**.

The button next to the **Find** button is a toggle "switch", which displays either "RE" or "Contractor". The report number entered must correspond with the role displayed on the toggle switch.

5. Enter the **Rev. No.**, and tab to the next field to further refine the query or click **Find**.
6. Enter the **Corr No.**, and click **Find**.

### Tip

### F 3.2-1

The **Find** button can be clicked after any or all of the above fields have been entered. A LOV will be displayed based on the criteria entered. The more information entered, the more focused the search is.

DISTRICT	EA	CCO	RPT NO	CORR NO	REV NO	STATUS CODE	STATUS DATE	ORIGIN	DATE PERFORMED
05	0190K4	001	0001	0	0	CASPD	12/12/2001	CAS	10/16/2001
05	0190K4	001	0002	0	0	CASPD	12/12/2001	CAS	10/17/2001
05	0190K4	001	0003	0	0	CASPD	12/12/2001	CAS	10/26/2001

Figure F3.2-1 Find Screen

Once the LOV appears, user can also enter information in the **Find** field of the LOV to the left of the % sign and click **Find** to narrow the search.

From the LOV, there are two ways to retrieve the EWB to view:

1. Double click on the appropriate EWB, and the EWB will appear in the **Title** screen.
2. Highlight the appropriate EWB, click **OK**, and the EWB will appear in the **Title** screen.

Once an EWB is selected, user can perform the edit functions.

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MODIFY

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F 4

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General

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F 4.1

Prior to sending an EWB (**ORANE**), a user can modify by updating the EWB until satisfied it is accurate, or deleting the EWB. Once EWB is complete, the Save icon must be clicked in order to re-calculate changes made.

**Note:** An EWB can only be modified if it has not been sent.

---

Update

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F 4.2

User can update the EWB (**ORANE**) by following the **FIND, F3.2** directions, and displaying the EWB. Or from the **Assigned Contracts and Extra Work Bill Status** on the Main Menu, user can double click in the **CREATE** field for the appropriate contract to display the **Status** screen. By clicking on the **Detail** button on the right side of the screen, the EWB will appear.

- All data previously entered can be updated.
- Use the **Tab** key or the mouse to navigate to the item to be added, deleted or changed. User may only input or change data in white fields – gray fields do not allow input.
- If the changes are in the **Equipment, Material, or Labor** tabs, use the **down arrow, tab, or enter** key to recalculate the new dollar values.
- To save the updated EWB, click the **Save** icon, or click **File** and click **Save**. If user attempts to go to another tab without saving their work, the system will prompt user to save changes. Click on the **Title** screen to verify **Detail Totals** for each tab. The EWB can now be sent.


---

Delete

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F 4.3

Users can delete a record (line item) from the Equipment, Material or Labor screens as long as the the status is **ORANE** (created, but not yet sent). A user can delete an entire EWB from the Title screen, if the status is **ORANE** (created, but not yet sent).

Click on any of the **white** fields or lines in the record to be deleted, and click on the **Remove Record** icon  or go to **Record** in the Toolbar Menu, and select **Remove**. This will remove the record (line) or the entire bill from the database.

Users can delete an EWB that has been **Sent**, status is **ORASU** (EWB Sent in Oracle). From the Main Menu, Assigned Contracts and Extra Work Bill Status, click in the Sent column for the specific contract. EWB Status will appear, click on Detail to populate the EWB to be deleted.

---

CopyF 4.4

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This is a convenient way to create a new EWB (clone) that is similar to a previous one.

***DO NOT CHANGE THE EWB UNTIL AFTER THE COPY ICON HAS BEEN CLICKED.***

**Note: Do not copy an EWB with the status of ORARR, Rejected and Revised.**

1. Display the EWB to be copied on the Title Tab. This could be one that was just created (**ORANE**), created and sent (**ORASU**), or found by using the **Find** function.

**Note:** A bill that is grayed out can still be copied.

2. Click the **Copy** icon. 
3. A copy of the original EWB appears with a new system-generated contractor report number. Enter the new **Contractor Report Number** and new **Date Performed**, if needed. Change any other fields as needed.
4. Proceed using the EWB input steps as necessary to enter or change **Equipment**, **Material**, or **Labor** information.
5. If changes are in the **Equipment**, **Material**, or **Labor** Tabs, click the down arrow key to recalculate the new dollar values.
6. To save the EWB, click the **Save** icon, or click **File** and click **Save**. If user attempts to go to another tab without saving their work, the system will prompt user to save changes.

Click on the **Title** screen to verify **Detail Totals** for each tab. The EWB is now ready to be **Sent**.

Hint: You can make a copy of a bill rejected for Incorrect CCO, but you may **not** make a copy of a bill rejected for Incorrect Contract Number.

## REVIEW

F 5

## General

F 5.1

The **Review** screen is accessed, by Caltrans only, from the **Main Menu**, and is used to review EWB's (**New**) that have been created and sent.

A detailed report of the entire EWB can be previewed and printed while in the **EWB Review** screen. (See section **Report, F7.**)

## Roles

F 5.1-1

The **RE**, **RE Authority** and **EWB Review** roles can:

1. Review an EWB that has been sent
2. Reject an EWB after review
3. Check the status of an EWB

The **RE** or **RE Authority** roles can approve an EWB after review.

## Screen

F 5.1-2

Figure F5.1-2. EWB Review screen

There are only two icons appearing on this screen, which are the **Save** and **Print** in the upper left-hand corner.

On the right side of the screen, below the Minimize/Maximize/Close buttons, there is an **Order by** filter.

The filter option has the following system-generated secondary sorts available:

<b>Contract Number</b>	Sort the EWBs by Contract No., CCO No., and RE Report No.
<b>Date Performed</b>	Sort the EWBs by Performed Date: oldest to newest, Contract No., CCO No., and RE Report No.
<b>User's ID</b>	Sort EWBs by User's ID displayed alphabetically, Contract No., CCO No., and RE Report No.
<b>Date</b>	Sort EWBs by Date, oldest to newest, Contract No., CCO No., and RE Report No.
<b>Status</b>	New, Pending, or Review Complete and will display: Status Code, Contract No., CCO No., and RE Report No.
<b>Total Amount</b>	Sort the EWBs by the Total Amount of the EWB, Contract No., CCO No., and RE Report No.

Another filter is available on the top left side of the screen to view all contracts assigned to a user, or to view a district, contract, CCO, and Report number. This filter will function similar to the Query (Mode) function in the Title screen.

In the Review screen, Caltrans users will only see EWBs for the contracts assigned to them.

When no EWBs are awaiting review or approval, or have a **Pending** status, the system displays "There are no EWB's for review".

**Note:** A bill can be deleted as long as it is still New, but only from the EWB Status Screen (Main Menu, Assigned Contracts) or from the Input Screen, Query Mode. If the bill is being reviewed, the status must be changed to something other than New, i.e., Review Complete, Pending Approval, etc., so it cannot then be deleted.

**Tip:** The **bridge** field is now displayed in this screen instead of the EWB Input screen. "N" is the default value. Y is the only other value. This field **must** be checked to indicate a bridge EWB.

If the bridge value on an EWB should have been Y, and it was approved and not changed prior to saving and exiting the Review screen, then it will need to be **Corrected** in order to change the value to Y.

## Fields

## F 5.1-3

<b>Status</b>	Will be New until action is taken
<b>Contract Role</b>	Display Only – This is the role of the user logged in.



<b>Contract Number</b>	Display Only
<b>CCO No.</b>	Display Only
<b>RE Report No.</b>	Automatically assigned, <b>can be changed</b> by the RE/RE Authority/EWB Review, and must be four (4) digits in length.  The RE Report No. can be changed <u>prior to</u> approving or rejecting the EWB and exiting Review. .
<b>Rev(ision) No.</b>	Display Only
<b>Corr(ection) No.</b>	Display Only
<b>Date Performed</b>	Display Only
<b>BRDG (Bridge)</b>	Defaults to "N". "Y" is the only other valid value.
<b>EWB Amount</b>	Display Only
<b>Reviewer Notes</b>	Free-form field
<b>User's ID</b>	Display Only – ID of last user to update EWB.
<b>Date</b>	Display Only – Date EWB was last updated.
<b>Report Preview icon</b>	Takes user to Reports and allows printing of displayed EWB
<b>Detail</b>	Displays Highlighted EWB for review.

## RE Review

## F 5.2

The RE, or designated reviewer will review the EWB using the Daily Report or other supporting documents associated with the EWB.

1. On the far right, click the **Detail** button of the EWB to be reviewed. EWB will be displayed in the **Title** tab of the **EWB Review/Details** screen.
2. Review data on the **Title**, **Equipment**, **Material**, and **Labor** tabs.  
**Note:** Only accessible fields in each tab are the Rejection boxes, Codes and Comments.
3. If any field(s) or line(s) of EWB is to be rejected, follow the instructions for **Reject** below.
4. Once EWB review is complete, click on the **X** in the upper right hand corner of the screen or click on **File**, **Exit**, or **Return to Previous Screen** icon to return to the **EWB Review** screen.

---

Reject

F 5.2-1

As part of the review process, input fields on the **Title** tab and individual records on the **Equipment**, **Material**, or **Labor** tabs may be rejected. More than one record (line) can be rejected on any tab, or the entire EWB can be rejected.

To reject a **field** on the **Title** tab:

1. Click the **Reject Title Tab** box on the bottom left of the screen. A list of **Reject Codes** and **Descriptions** will appear.
2. Highlight the appropriate code/description, and click **OK**.
3. If description is appropriate, leave it as is, otherwise, user can type in any additional descriptions. By double clicking in the description field, a Comments Editor dialog box is populated. By placing the cursor at the end of the description, additional comments can be typed into the field.

**Note:** For the “**Other**” rejection code, a description is required in order to continue.

4. Click **Save** icon.

**Note:** A rejection check mark on the **Title** tab, does not constitute a rejection for an individual line on any of the other Tabs. **The line(s) to be rejected in the appropriate tab must be checked.**

To reject a **record** (line) on the **Equipment**, **Material**, or **Labor** tabs:

1. Click on the **Reject Line** box on the far right of the record (line) to be rejected.  
**Note:** To reject the Labor Surcharge rate on an EWB, place a check mark on the first line of labor and use the Incorrect Labor Surcharge Rejection Code. All lines with entries will be changed by the rejection of the first line upon revision.
2. Highlight appropriate code from the list of **Reject Codes/Descriptions**, and click **OK**.
3. If description is appropriate, leave it as is, otherwise, type in any additional descriptions. By double clicking in the description field, a Comments Editor dialog box is populated. By placing the cursor at the end of the description, additional comments can be typed into the field.

**Note:** For the “**Other**” rejection code, a description is required in order to continue.

4. Complete all rejections in that tab, and click the **Save** icon.
5. Close the tab by clicking on the **X** in the upper right hand corner to return to the **EWB Review** screen.

To reject an **entire EWB** (should not be paid for any reason):

1. On the **Title** tab, click the **Reject Title Tab** box on the bottom left of the screen.
2. Highlight appropriate **Reject Codes/Descriptions**, and click **OK**.

3. If description is appropriate, leave it as is, otherwise, type in any additional descriptions. By double clicking in the description field, a Comments Editor dialog box is populated. By placing the cursor at the end of the description, additional comments can be typed into the field.

**Note:** For the “**Other**” rejection code, a description is required in order to continue.

4. Click **Save** icon.
5. Close the tab by clicking on the **X** in the upper right hand corner to return to the **EWB Review** screen.

## Reviewer Comments

F 5.2-2

The Reviewer may make notes in the **Reviewer Notes** field on the EWB Review Screen for his/her information or for the information of other Caltrans employees who will be reviewing the EWB. To input a note, single click in the **Reviewer Notes** field.

Reviewer Comments are for internal Caltrans use and visible only if the Organization is Caltrans.

## Change Status of EWB

F 5.2-3

After completing the review, the Status of the EWB can be changed on the EWB Review screen.

The system will automatically change the status from **New** to **Rejected or Rejected, No Merit** when a field is rejected on the EWB. The difference between the two codes is as follows:

<b>ORARE - Rejected</b>	EWB is rejected and will need to be revised using the Revision Process.
<b>ORARJ – Reject, No Merit</b>	EWB is rejected and is considered a dead EWB.

**Note:** If an EWB has not been completely reviewed and a line is rejected, change the Status from **Rejected** to **Pending Approval** before saving and exiting the Review screen. If the status is not changed and it gets rejected, the EWB will have to be revised and reviewed again.

There are three types of Rejection status codes for EWBs:

<b>ORARE - Rejected</b>	These bills have rejected items that need to be revised or deleted (during revision) from the bill. These bills appear in the Rejected column on the Main Menu and will remain until further processing is done, resulting in a change of status.
<b>ORARR- Rejected &amp; Revised</b>	These rejected bills have been revised and the status is changed by the system. No further action needs to be taken on these bills.

**ORARJ – Reject, No Merit**

EWB is rejected and is considered a dead EWB. These bills appear in the Rejected, No Merit column on the Main Menu and will remain for 45 days.

**Note:** When a bill is rejected for Incorrect Contract number, Incorrect CCO number or Entirebill reason, the status in the Review screen is automatically changed to Rejected, No Merit. When the “Other” rejection reason is used, the status in the Review screen can be changed from Rejected, to Rejected, No Merit.

A bill with a Rejected, No Merit status code **cannot** be Revised, but can be **copied** and modified, including CCO number.

User must change the status from **New** to one of the following:

**ORAPN - Pending Approval**

EWB has been reviewed, but the review is not complete.

**ORAPM - Pending Materials**

Caltrans has not yet received a copy of the material invoice from the Contractor.

**ORAAP - Approved**

EWB has been approved and has been sent to the CAS system for payment.

**ORARC - Review Complete**

Reviewer has completed the review and the EWB is waiting for RE action.

When the reason for the pending EWB is no longer valid, then the user must go back to the EWB Review tab to change the status to the appropriate code.

User must change the Status as follows:

1. Click on the **down arrow** to the right of the **Status** field.
2. Highlight and click the appropriate status from the drop down list - the **Status** field will change.
3. Verify **RE Report No.** - this is the last chance to change the RE Report No. before **Status** is saved and **RE Report No.** is locked in.

**Note:** Never change this number to 9999.

4. Verify **Bridge** field – system defaults to “N”, but can be changed to “Y”.
5. Click **Save** icon.

**Note:** Once the system has saved the changes, Approved EWBs must be saved individually and then will be removed from the EWB Review screen. When the user exits the Review screen, the Rejected EWBs will no longer be displayed. Approved EWBs will be sent to CAS for Payment. Rejected EWBs need to be corrected using the Revision Process.

The system will automatically change the status from **New** to one of the following after the review process is complete and the status is changed to **approved**.

**ORAPC - Pending CCO**

EWB does not have a valid CCO in the system or pay method entered is not valid.

**ORAPF - Pending Funds**

Insufficient funds remaining on the existing CCO.

When the CCO and/or Funds are in the iEWB system, the EWB will automatically leave the EWB Review screen.

EWBs with the following Status code should not be rejected or revised.

**CASHL - CAS Hold**

Insufficient funds remaining on the existing CCO.

To remove a CASHL bill from CAS and the EWB Review screen, the bill must be re-approved once the funds are in the system. The status should be changed to **New**, **saved**, and then changed to **Approved** and **saved** in the Review screen.

If for any reason the CASHL EWBs should not be paid, then the EWBs should be **Corrected** in the EWB Input screen as **Reverse Only**. **Do not reject a CASHL bill**. Be sure to go back into EWB Review and approve the original CASHL bill.

An EWB with the following code is one that passed through the iEWB system and rejected by CAS. The reason for the rejection is listed as a numeric code in the field **Error Codes from CAS**, on the right side of the Title tab. The codes are explained in Appendix I.

**CASRE - CAS Reject**

Rejected by CAS.

An EWB that is CASRE is an unpaid, dead EWB. **DO NOT REVISE A CAS REJECT**.

To solve the problem of a CAS Reject:

1. Make a copy of the Rejected EWB.
2. Change the Contractor Report No. similar to the original number, ie., 101 to 101A.
3. Cross-reference the new report numbers to the old report numbers in the Contractor's Comments field.
4. Make change to field(s) that caused the bill to be rejected and re-send EWB.

Caltrans personnel should make the necessary modifications to an EWB rejected by CAS and let the Contractor know what was modified.

---

**Review a Revision****F 5.2-4**

An EWB that appears on the **EWB Review** screen with a **Contractor Revision No.** greater than zero is a bill that was rejected (returned for revision), has been revised, and re-sent. To review a revision:

1. Place the cursor on the line of the EWB to be reviewed.
2. Click on the **Detail** button on the right side of the screen. The **Title** screen of the selected EWB will be displayed in **Review** mode.
3. Examine each tab of the EWB to identify rejected items or fields.
4. Examine the revised line(s) or field(s) if changes were made and are correct, **remove** the checkmark from the associated box by simply clicking once in the box.

**Tip:** This will eliminate both the checkmark and rejection code/description.

5. **Save** each screen that has been previously rejected and is now accepted.
6. Once all revised items have been reviewed, rejection checkmarks removed and screen(s) saved, close the EWB by clicking on the **X** in the upper right hand corner of the screen or click on **File**, **Exit**, or **Return to Previous Screen** icon to return to the **EWB Review** screen.

If the re-sent revisions are not satisfactory, leave the check mark in place, add additional comments and reject the EWB again. If other items need to be rejected, this can also be done using the rejection process.

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**Approve an EWB****F 5.2-5**

Only a Caltrans RE or RE Authority, can approve an EWB. Once an EWB has been approved, the EWB will be sent to the CAS system for payment.

To approve an EWB from the Review screen, the Status must be changed as follows:

1. Click on the **down arrow** to the right of the **Status** field.
2. Highlight and click the **Approved** status from the drop down list - the Status field will change.
3. Click **Save**.

**Note:** Approved EWBs must be saved individually and then will be removed from the EWB Review screen.


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REVISE A REJECTED EWB


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F 6

User can revise a rejected EWB (**ORARE**) after retrieving and displaying it (**Find** function) or from the Main Menu, Assigned Contracts, Rejected column. The Status screen will appear. Select EWB from list and click on Detail.

1. Click the **Revise** icon button.  The system creates a copy of the original EWB, and the revision number is automatically incremented. The system will display the message "EWB Revision number has been incremented for revision." Click **OK**.

**Note:** The status of the bill being revised will automatically change to ORARR (Rejected and Revised).

2. Review RE rejection comments in **all** tabs.
3. Make any necessary revisions or deletions.
4. If changes are in the **Equipment**, **Material**, or **Labor** tabs, use the down arrow, tab or return key to recalculate the new dollar values. The system also recalculates when **Save** is clicked.
5. To save the revised EWB, click the **Save** icon , or click **File** and click **Save**. If user attempts to go to another tab without saving their work, the system will prompt user to save changes.
6. Click on the **Title** tab to verify **Detail Totals** for each tab. Now the Revised EWB can be sent.

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REVERSE/CORRECT

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F 7

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General

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F 7.1

A previously approved EWB can be reversed and corrected, or reversed only from the **Title** screen of **EWB Input** (see F1.4-1, Figure 3, Title screen). A reversal will be automatically approved by the system and becomes a dead bill when it zeros out the previously paid bill. A reverse and correct **must** be sent, and then approved from the **EWB Review** screen.

Reverse/Correct is a Caltrans only function. Please notify the Contractor when a Reversal and/or Correction is done.

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How to Reverse/Correct

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F 7.2

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Requirements

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F 7.2-1


1. Only **HQ Application Administrator**, **RE** or **RE Authority** roles can perform this function.
2. Only an EWB with a status of **CASAP**, **CASPD**, or **CASHL** can be reversed.
3. Only the highest **Contractor Revision No.** can be reversed.
4. Only the highest **RE Correction No.** can be reversed.
5. **DO NOT** reject or revise a correction.
6. An EWB can only be corrected four times.

---

Process

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F 7.2-2

1. **Find** the particular EWB that was previously approved. (See **Find**, F 3)
2. Click on the **Corrections**  icon. The following message is displayed:

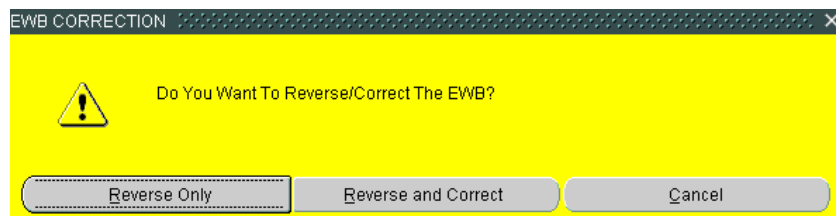


Figure F6.2-2a. Reverse/Correct message

If the EWB is only to be **reversed** (not to be corrected and resent):



1. Click **Reverse Only**. The system generates a negative EWB (reverse of the previously approved EWB) with **RE Correction No. 1** and is automatically approved.

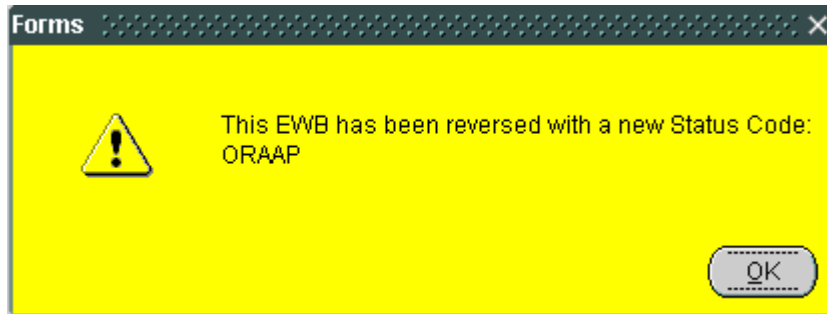


Figure F6.2-2b. Reverse message

2. Click OK. The bill is reversed and nothing further can be done with this bill. The EWB with **Status** of **ORAAP** is displayed.

If the EWB is to be corrected (reversed and resent):

1. Click **Reverse, Correct** to reverse the previously approved EWB payment.

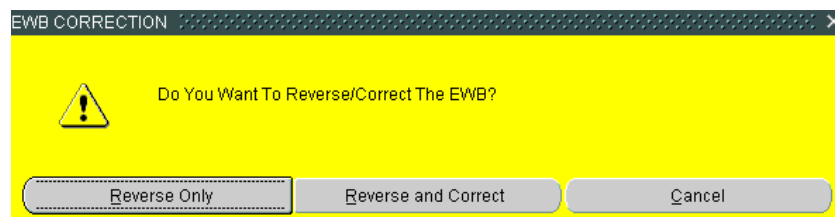
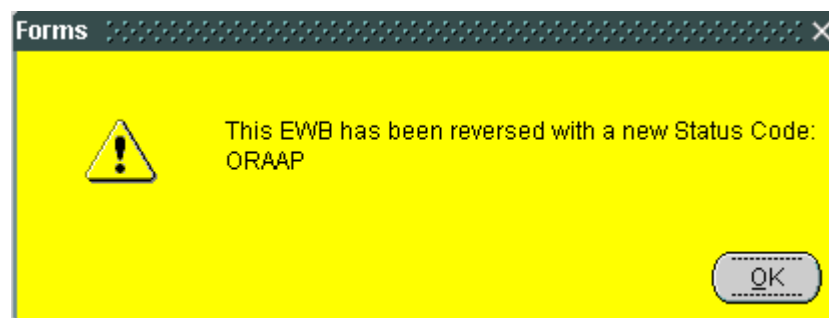


Figure F6.2-2a. Reverse/Correct message

2. Click **OK**. The message below will be displayed.



3. Click **OK** - the EWB copy will be incremented as **Corr** (correction) **No. 2** or **4**.  
**NOTE:** The **Rev** (revision) **No.** will be 0 (zero).



Figure F6.2-2c. Correct message

4. Make correction(s) to items in previously approved EWB.
5. **Save** each screen after it is corrected.
6. **Save** corrected EWB.
7. Exit **EWB Input**, enter **EWB Review** and approve the EWB.

**NOTE:** A corrected EWB requires two system transactions – a reversal and a submitted correction. Reversals are assigned odd correction (transaction) numbers, and submittals are assigned even numbers. Correcting an EWB once results in a Corr. No. 2 (Corr. No. 1 reverse, and Corr. No. 2 submit). If the bill is deleted (reversed only), it cannot be corrected at a later date.

## REPORT

F 8

## General

F 8.1

Adobe Acrobat Reader 4.0 or greater is required to view reports.

The Extra Work Billing (EWB) System provides five pre-designed reports users can select, including:

1. EWB Status Report.
2. EWB Detail Report.
3. EWB Daily Extra Work Report (DEWR)
4. EWB Aging Report.
5. Equipment Usage Report

These reports can be viewed, printed or both. In a limited manner, users can customize the reports with the selections made from the menu.

## Tip

F 8.1-1

It is highly recommended that a **Status** or **Aging Report** be regularly run to review EWBs in the system. This is especially important prior to processing payment. These reports will display all EWBs for each contract.

## Report Request Menu

F 8.2

To access the **Report Request Menu**:


1. Click on **Reports** on the **Main Menu**.
2. Click on **Reports** under **File** on the Command Menu.
3. Click on the **Reports**  icon on the Toolbar.

Figure F8.2 Report Request Menu Screen

## Fields

F 8.2-1

<b>Report Name</b>	This field has a drop down box from which to select various reports. The EWB Detail Report is the default report.
<b>Labor Compliance</b>	If a check mark is placed in the Labor Compliance box, only those EWBs with input on the Labor Tab will appear to view or print.
<b>Date Range</b>	This field is used to limit a report request to EWBs with a status date in the range entered. A status date is the date a change was made in the status of an EWB.
<b>Performed Date Range</b>	This field is used to limit a report request to EWBs with the date performed in the range entered. The date is the date the contractor performed work on the EWB.
<b>Username</b>	By putting the Username in this field, the report is limited to those EWB's associated with the Username.  Contractor's Username automatically appears in the Username field.  Caltrans employees can see everything. By placing the Username in this field, contracts displayed are limited to those assigned to the user listed.

The following fields are used to refine the type of report to be produced. The more information included, the more specific the report will be.

<b>Contract Number</b>	Must be typed in or picked from LOV.
<b>CCO Number</b>	Can be typed in or picked from LOV. Must be 3 digits.
<b>Report Number</b>	Typed-in field. The toggle switch on the left controls whether Contractor or RE Report number is to be entered in this field.
<b>Rev.(ision) No.</b>	Typed-in field.
<b>Corr.(ection.) No.</b>	Typed-in field.
<b>EWB Origination</b>	User can select to have only those EWBs originating in Oracle or those originating in CAS included. If both are checked, all EWBs will be displayed.
<b>Status</b>	There is three types of statuses available to select. They are <b>Approved</b> , <b>Rejected</b> , and <b>Pending</b> . Any combination of the three can be selected for the report.

**Note:** When the Reports icon is clicked from the **Input** or **Status** screen, the EWB information shown on the screen will appear in the Report fields. Use the Clear button to remove this information and replace it with the preferred contract and CCO number. The following buttons on the Report Request Menu can also be used for specific information.

<b>Find</b>	Populates an <b>EWB List with RE Report No.</b> with the specific information in the fields shown.
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**Note:** Do not click on the **Find** without any information in the **Contract Number** field. Doing so could tie up the computer indefinitely.

- RE** A toggle switch between RE and Contractor Report number to search a report by either of these options.
- Clear** Clears the screen so other information can be typed in.

## Preview or Print Reports


## F 8.3

To preview or print a report from **Report Request Menu**:

1. Select the **Report Name** to be viewed or printed.
2. Enter **Date Range**, if preferred.
3. Enter **Username**, if preferred.
4. Enter as much information as needed for the report requested in the any of the following fields: **Contract Number**, **CCO No.**, **Report No.**, **Rev. No.**, and **Corr. No.** Remember to tab between fields.
5. Uncheck the **EWB Origination** boxes, Oracle or CAS, whichever one is not wanted in the report. Both boxes are checked as defaults in the field.
6. Uncheck the type of **Status** boxes, Approved, Rejected, and Pending, whichever one(s) is not wanted in the report. All three boxes are checked as defaults.
7. Click the **Preview** button at the bottom of the menu. This will open the Adobe Acrobat Reader browser to view and/or print all reports.
8. Click on the printer  icon on the Acrobat Reader **Toolbar**, or go to the **Command Menu** under **File**, then **Print**. Make any print selections and click **OK**.

**Note:** When printing reports, the Report Selection Criteria Page is not included in the numbering sequence on the report itself, but is counted by the printer. Remember to take this into account when printing individual pages of a multiple page report.

To close Adobe Acrobat Reader and return to the Report Request Menu, click on the **X** in the top right corner, or go to **File** and close.

**Note:** When the **Reports**  icon is selected on the far right from the **Review** screen, Adobe Acrobat Reader is automatically populated with the Selection Criteria Page as the first page of the report requested.

When finished with all EWB tasks remember to close any open EWB screens displayed on the status bar and the browser as well.

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**HARDWARE/SOFTWARE REQUIREMENTS**

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**A****Client Software**

Windows 95/98/2000/NT/XP (can use MAC operating systems)  
Internet Explorer 5.5 or 6.0 or Netscape Navigator 4.7  
Oracle J-Initiator 1.3.1.22 (refer to HQ Construc website below for download info)  
Adobe Acrobat plugin 4.0, or higher

**Minimum Hardware**

Computer  
Pentium 90 MHz  
62 MB RAM  
100 MB Free disk space  
Video card capable of 256 colors and 1240x768 resolution  
Monitor  
17-inch  
1240x768 resolution

**Access**

TCP/IP Internet Access

**Proxy Server &/or Firewall Access (On-Line)**

Port to be open: 7777

**FTP Access**

Ports to be open: 2099 and 2100

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**WEB ADDRESSES**

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**B****External Production** (outside firewall)

<http://svctdb36.dot.ca.gov:7777/forms/frmservlet?config=EWBprod>

**Internal Production** (inside firewall)

<http://svctdb34.dot.ca.gov:7777/forms/frmservlet?config=EWBprod>

Construction Division

<http://www.dot.ca.gov/hq/construc>

**iCAS User Manual**

<http://www.dot.ca.gov/hq/construc>

**iEWB Training Calendar**

[http://my.calendars.net/ewb\\_training](http://my.calendars.net/ewb_training)

**Equipment Rental Rates**

<http://www.dot.ca.gov/hq/construc>  
(click on Rental Rates)

**Internet File Server (IFS/ftp)** <ftp://username@svctdb36.dot.ca.gov:2100>

**Adobe Acrobat Reader 5.0**

[http://www.adobe.com/product/acrobat/reader\\_archive.html#win](http://www.adobe.com/product/acrobat/reader_archive.html#win)

**Netscape 4.7 address**

[http://home.netscape.com/download/archive/client\\_archive47x.html](http://home.netscape.com/download/archive/client_archive47x.html)

**IE 5.5 address**

<http://www.microsoft.com/windows/ie/downloads/recommended/ie55sp2/download.asp>

## APPLICATION ADMINISTRATORS

C

DIST.	CONTACT	PHONE	E-MAIL	FAX
CR	Bina Brown	559-445-6452	Bina_Brown@dot.ca.gov	559-445-6445
CR	Tim Lowrey	559-445-6447	Tim_Lowrey@dot.ca.gov	559-445-6448
5	Tim Babcock	805-549-3735	Tim_Babcock@dot.ca.gov	805-549-3736
10	Irma Dominguez	209-667-1147	Irma_Dominguez@dot.ca.gov	209-667-1924
NR	Lori Merrill	530-822-4309	Lori_Merrill@dot.ca.gov	530-822-4428
	Janet (Jan) Meyer	530-822-4316	Janet_Meyer@dot.ca.gov	530-822-4324
4 & Toll	Douglas E. Beckstein	510-286-5082 (c) 510-867-6081	Douglas_E_Beckstein@dot.ca.gov	510-622-0830
7	Maria C. Martinez	213-897-4934	Maria_C_Martinez@dot.ca.gov	213-897-0709
	Ana Abundo	213-897-4934	Ana_M_Abundo@dot.ca.gov	213-897-0709
	Rommel Manalo	213-897-0072	Rommel_Manalo@dot.ca.gov	213-897-0709
8	Paul Brown	951-232-6161	Paul_Brown@dot.ca.gov	909-383-4860
11	Tracy Hurtzig	858-467-4091	Tracy_Hurtzig@dot.ca.gov	858-467-4082
12	Quat (Michael) Bui	949-724-2834 (c) 949-279-8765	Quat_Bui@dot.ca.gov	949-598-3590
HQ	Lauren Woodhouse	916-654-3885	Lauren_Woodhouse@dot.ca.gov	916-654-5990 916-654-5426

**ROLE ASSIGNMENTS****D**

The following role assignments used in the EWB System:

<b>Role</b>	<b>Rights</b>
<b>Contractor</b>	Create, Save, Print, View, Send and Revise EWBs
<b>EWB Entry</b>	Create, Save, Print, View, and Revise EWBs
<b>District Data Entry</b>	Create, Save, Print, View, Send, and Revise EWBs
<b>EWB Review</b>	Create, Save, Print, View, Send, Review, Reject, and Revise EWBs
<b>RE (Resident Engineer)</b>	Create, Save, Print, View, Send, Review, Reject, Revise, Approve, and Reverse/Correct EWBs
<b>RE Authority</b>	Create, Save, Print, View, Send, Review, Reject, Revise, Approve, and Reverse/Correct EWBs
<b>Administrator, District</b>	Create, Save, Print, View, Send, Review, Reject, and Revise
<b>Administrator, Headquarters</b>	Create, Save, Print, View, Send, Review, Reject, Revise, Approve, and Reverse/Correct EWBs
<b>Staff (Caltrans)</b>	Read only (Print and View)



## REJECTION CODES

E

Screen	Code	Description
Title	50%	Incorrect 50% flag
	CCO	Incorrect CCO # – leave as rejected, enter new bill
	CONTRACTNO	Incorrect contract # - leave as rejected, enter new bill
	ENTIREBILL	Entire bill rejected, not to be revised
	EWBMARKUPS	EWB Markups incorrect. Contact Dist/HQ Admin, as soon as possible
	OTHER	Blank - Mandatory free form field
	PARTNER	Incorrect partner flag
	PAYMETHOD	Incorrect pay method
	PERDATE	Incorrect work performed date
	RWDELAY	Incorrect R/W delay flag
	SUBMARKUP	Incorrect sub markup flag
Equipment	ATTACH	Incorrect Attachment
	EQCODE	Equipment code is incorrect
	EQDAILY	Equipment not listed in Daily Diary
	EQITEM	Equipment shown doing Item work on Daily Diary
	EQOTHOURS	Overtime Hours Incorrect
	EQREGHOURS	Regular Hours Incorrect
	OTHER	Blank - Mandatory free form field
	UNEQUIP	Unlisted equipment
Material	INVOICE	Missing Invoice # or Date
	MATDAILY	Material Not Reflected in Daily Report
	OTHER	Blank - Mandatory free form field
	UNMATERIAL	Unlisted Material
Labor	AMTPAYROLL	Amounts do not match Payroll & Fringe Benefit Statement
	ITEM	Labor shown doing ITEM work on Daily Diary
	JOB	Job not shown on Daily Diary

	<b>LABORSUR</b>	Incorrect labor surcharge rate
	<b>LABPAYROLL</b>	Labor Name not on Payroll
	<b>MISPAYROLL</b>	Missing Payroll
	<b>NONWORKER</b>	Worker not listed in Daily Diary
	<b>OTHER</b>	Blank - Mandatory free form field
	<b>OTHOURLS</b>	Overtime Hours Incorrect
	<b>OTLABOR</b>	Overtime Labor Rate Incorrect
	<b>REGHOURS</b>	Regular Hours Incorrect
	<b>REGLABOR</b>	Regular Labor Rate Incorrect
	<b>SUBSIST</b>	Subsistence Incorrect
<b>Other</b>	<b>AMOUNT</b>	Invalid Other Amount, Units or Rate
	<b>OTHER</b>	Blank - Mandatory free form field

## STATUS CODES

F

Code	Description	Type
ORANE	EWB Created in Oracle, but not yet Sent	Pending
ORASU	EWB Sent in Oracle, New	Pending
ORAPC	EWB Approved, Pending : CCO	Pending
ORAPF	EWB Approved, Pending : Funds	Pending
ORAPM	EWB Sent in Oracle, Pending: Materials	Pending
ORAPN	EWB Sent in Oracle, Pending: Approval	Pending
ORARC	EWB Sent in Oracle, Review Complete	Pending
ORARE	EWB Rejected in Oracle	Rejected
ORARJ	EWB Rejected in Oracle – No Merit	Rejected
ORARR	EWB Rejected and Revised	Rejected
ORAAP	EWB Approved in Oracle	Approved
ORASE	EWB Sent to CAS	Approved
CASHL	EWB Held for Payment by CAS	Pending
CASRE	EWB Rejected by CAS	Rejected
CASAP	EWB Approved by CAS for Payment	Approved
CASPD	EWB Paid by CAS	Approved
CASCR	EWB Corrected by CAS	Approved

## DATA LOAD SCHEDULES

G

When	Load	Cut Off Time	Time Available
Daily	Contract Table Load	12:00 AM	12:30 AM
Daily	Contract Item Table	12:30 AM	1:00 AM
Daily	CCO Load	12:30 AM	1:00 AM
Daily	EWB Oracle CAS Loop	1:00 AM	2:00 AM
Daily	EWB's from CAS	4:00 AM	4:30 AM
Daily	Equipment Load from CAS	5:00 AM	5:30 AM
Daily	FTP Load	6:00 AM	6:30 AM
Daily	Contract Table Load	8:00 AM	8:30 AM
Daily	CCO Load	8:30 AM	9:00 AM
Daily	EWB Oracle CAS Loop	9:00 AM	10:00 AM
Daily	Contract Table Load	12:00 PM	12:30 PM
Daily	CCO Load	12:30 PM	1:00 PM
Daily	EWB Oracle CAS Loop	1:00 PM	2:00 PM
Daily	Contract Table Load	3:00 PM	3:30 PM
Daily	CCO Load	3:30 PM	4:00 PM
Daily	EWB Oracle CAS Loop	4:00 PM	5:00 PM

The EWB Oracle CAS Loop is the run from Oracle to CAS & CAS to Oracle.

## CRAFT ID CODES

ID	Description	ID	Description
BMAP	Boilermaker-Blacksmith - Apprentice	LBRPH	Parking & Highway Improvement Painter (Laborer)
BMBS	Boilermaker-Blacksmith	LBRTC	Traffic Control/Lane Closure (Laborer)
BMBST	Boilermaker-Blacksmith (for storage tank erection & repair)	LBRTL	Laborer Trainee (Landscape Construction)
BMP	Boilermaker (for Pipelines)	LBRTT	Tree Trimmer (Line Clearance)
BRKAP	Bricklayer, Blocklayer - Apprentice	LBRTW	Tunnel Worker (Laborer)
BRKL	Bricklayer, Blocklayer	LFM	Light Fixture Maintenance
BRKT	Brick Tender	LFMAP	Light Fixture Maintenance - Apprentice
CMAP	Cement Mason - Apprentice	MRBAP	Marble Finisher - Apprentice
CMTMS	Cement Mason	MRBF	Marble Finisher
CPT	Carpenter	MRBS	Marble Setter
CPTAP	Carpenter - Apprentice	OE	Operating Engineer
CPTDW	Drywall Installer (Carpenter)	OEAP	Operating Engineer - Apprentice
CPTFB	Fence Builder (Carpenter)	OEBC	Operating Engineer (Building Construction)
CPTFC	Fence Constructor (Carpenter)	OEBI	Building Inspector (Op.Eng.)
CPTPD	Pile Driver (Carpenter)	OED	Dredger (Op. Eng.)
CPDAP	Pile Driver (Carpenter) - Apprentice	OEHE	Cranes,Pile Driver & Hoisting Equipment (Op.Eng.)
ELC	Electrician	OEHW	Operating Engineer (Heavy & Highway Work)
ELCAP	Electrician - Apprentice	OELS	Landscape Op. Eng.
ELCUL	Electrical Utility Lineman	OELSC	Operating Engineer (Landscape Construction)
ELVAP	Elevator Constructor - Apprentice	OELW	Landfill Worker (Op. Eng.)
ELVC	Elevator Constructor	OEMEB	Steel, Tank & Machinery Erection (Op. Eng.- Building Construction)
FS&MS	Fire Safety & Misc Sealing	OEMEH	Steel, Tank & Machinery Erection (Op. Eng.- Heavy & Highway Work)
FSAP	Field Surveyor - Apprentice	OEPDB	Pile Driver (Op. Eng. - Building Construction)
FSSAP	Fire Safety & Misc Sealing-Apprentice	OEPDH	Pile Driver Op. Eng. - Heavy & Highway Work)
FSUR	Field Surveyor	OET	Tunnel (Op. Eng.)
GLZAP	Glazier - Apprentice	OETU	Tunnel/Underground (Op.Eng.)
GLZR	Glazier	PLMAP	Plumber - Apprentice
IRNAP	Iron Worker - Apprentice	PLMB	Plumber
IRNW	Iron Worker	PLS	Plasterer
LBR	Laborer	PLSAP	Plasterer - Apprentice
LBRAP	Laborer - Apprentice	PLST	Plaster Tender
LBRAR	Asbestos Removal Worker (Laborer)	PNT	Painter
LBRCL	Carpet, Linoleum	PNTAP	Painter - Apprentice
LBRGW	Guniting Worker (Laborer)	PNTI	Painter - Industrial
LBRHM	Housemover (Laborer)	PNTPH	Parking & Highway Improvement Painter
LBRLI	Landscape Irrigation Laborer	RFR	Roofer
LBRLM	Landscape Maintenance Laborer	RFRAP	Roofer - Apprentice

## Appendix

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ID	Description
SMW	Sheet Metal Worker
SMWAP	Sheet Metal Worker - Apprentice
SSW	Slurry Seal Worker
SSWAP	Slurry Seal Worker – Apprentice
STRW	Stator Rewinder
STWAP	Stator Rewinder – Apprentice
SWMAP	Sewer Maintenance – Apprentice
SWRM	Sewer Maintenance
TILAP	Tile Finisher – Apprentice
TILF	Tile Finisher
TILS	Tile Setter
TIW	Telephone Installation Worker
TIWAP	Telephone Installation Worker – Apprentice
TMS	Teamster
TMSAP	Teamster – Apprentice
TZW	Terrazzo Worker
TZWAP	Terrazzo Worker – Apprentice
WWD	Water Well Driller
WWDAP	Water Well Driller – Apprentice

## CAS REJECT ERROR CODES

I

Error Code	Field	Error Message
1	Input CCO	CCO not numeric.
2	Input Report Number	Report number not numeric
3	Input Line number	Line number is not in range of 01 - 54
4	Input Date Performed	Date Performed not numeric
5	Input Date Performed	Date Performed is invalid or > Current Date
6	Input Date Of Report	Date Of Report is not numeric
7	Input Date Of Report	Date Of Report is invalid or > Current Date
8	Input Pay Method Sign	Pay Method Sign is not valid
9	Input Pay Method	Payment Method cannot be determined.
10	Input Pay Method	Payment Method not valid negative pay method.
11	Input Bridge	Bridge Switch not "N", or "Y"
12	Input Flagging	Flagging Switch not "N", or "Y"
13	Input Sub Markup	Sub Markup Switch not "N", or "Y"
14	Input RW Delay	RW Delay Switch not "N", or "Y"
15	Input Partnering	Partnering Switch not "N", or "Y"
16	Input Equipment Markup	Equipment Markup not numeric or = to .10 or .15
17	Input Labor Markup	Labor Markup not numeric or = to .28 or .33
18	Input Labor Surcharge	Labor Surcharge not numeric
19	Input Labor Surcharge	Surcharge not valid for date performed
20	Input Contract	Contract not on CSR File
21	Input CCO number	CCO not on File for this contract
22	Input CCO number	Pay Method not valid for this CCO
23	Input Report number	Duplicate Report, This DEWR is already on file
24	Input Report number	<u>Not used</u>
25	Input-key	Card key not = previous key & Line number > 01
26	Input Equipment ID	Equipment ID is missing
27	Input Equipment Class	Equipment Class Code is missing
28	Input Equipment Class	Equipment Class is invalid
29	Input Equipment Make	Equipment Make Code is missing
30	Input Equipment Make	Equipment Make is invalid
31	Input Equipment Code	Equipment Model Code is missing
32	Input Equipment Code	Equipment Model Code is invalid
33	Input Equipment Attach	Equipment Attachment is invalid
34	Input Equipment Regular Hours	Equipment Regular Hours are invalid
35	Input Equipment Regular Hours	Equipment Regular Hours > 8
36	Sum of Equip hours	Sum of regular and overtime hours > 24
37	Input Equipment OT Hours	Equipment OT Hours are invalid
38	Daily rate equipment	Only billed at regular rates, not overtime

## Appendix

Error Code	Field	Error Message
39	Input Equipment Key	Equipment Key is not on file.
40	Input Invoice Date	Date not numeric or missing
41	Input Invoice Unit	Invoice Unit is invalid or Missing
42	Input Invoice Rate	Invoice Rate is invalid or Missing
43	Input Labor Craft	Labor Craft is missing.
44	Input Labor Initial	Labor Initial is missing.
45	Input Labor Name	Labor Name is missing.
46	Input Labor Regular Hours	Labor Regular Hours are missing or invalid
47	Input Labor Regular Hours	Labor Regular Hours is > 8.0
48	Input Labor Regular Rate	Labor Regular Rate is missing or invalid
49	Input Labor OT Hours	Labor OT Hours are missing or invalid
50	Input Labor OT Hours	Labor OT Hours are > 16.0
51	Input Labor OT Rate	Labor OT Rate is missing or invalid
52	Input Labor Subsistence Units	Labor Subsistence Units is missing or invalid
53	Input Labor Subsistence Rate	Labor Subsistence Rate is missing or invalid
54	Sum of Labor hours	Sum of regular and overtime hours > 24
55	Input Travel Units	Labor Travel Units is invalid
56	Input Travel Rate	Labor Travel Rate is invalid
58	Input Labor Other Amount	Labor Other Amount is invalid
59	Amount and Travel rate	Values in both fields not allowed
60	Amount or Travel unit &rate	No Amount, unit or rate entered
61	Missing Records	No Equipment, Invoice or Labor Cards
62	FA or UP Overpayment	Total amount expended exceeds 200% of authorized amount. This DEWR has been placed into a hold state"
63	FA or UP Overpayment	Total amount expended exceeds authorized amount by \$15,000. This DEWR has been placed into a hold state
64	FA or UP Overpayment	Total amount expended exceeds amount authorized. This DEWR has been placed into a hold state
65	Lump Sum Overpayment	Total amount expended exceeds amount authorized. This DEWR has been placed into a hold state
66	Switch File out of Space	No space on EWB switch file
67	EWB Add Successful	This EWB is available for payment
68	Input Correction Number	Correction number is invalid or missing

## GLOSSARY

J

Term	Definition
Access	The ability to “get into” and use the EWB System
Adjustment of compensation	A method of payment for change order work. Another method of payment is called “extra work.”
Approval	The formal acceptance by the Resident Engineer or his authorized staff of an Extra Work Bill. Approval is required prior to payment.
ARE	Assistant Resident Engineer
CAS	Contract Administration System – a proprietary software application.
CCO	Contract Change Order
Contract	See Standard Specifications 1-1.09.
Contractor	See Standard Specifications 1-1.10.
Correct	A method of changing an EWB that is approved or paid by CAS.
Craft	Another word for “profession.” A craft may be any type of job. Example: “His craft is equipment operator.”
Craft codes	A specialized code that correlates one’s craft with a five-digit, alpha designator. Every recognized craft has a corresponding five-digit designator, called a “craft code.”
DAA	District Application Administrator
Discount	Cash or trade reductions in the price of materials at Force Account – see SS 9-1.03A(2a, 2d, 2e)
District	There are 12 Caltrans Districts, each defined by geographic boundaries.
District Application Administrator	Each Caltrans district has an EWB Administrator who manages EWB System activities for that specific district or region.
District Help Desk	A Caltrans District-level organization that troubleshoots and repairs software and hardware anomalies.
District PC Coordinator	Personal Computer Coordinator - Each Caltrans district has a District PC Coordinator who works closely with the EWB Administrator to ensure EWB System and user needs are met at the district level.
Equipment codes	Multi-digit designators used to identify specific types and configurations of construction equipment. Equipment Codes are found in the Labor Surcharge and Equipment Rental Rates publication (FAER book).
Error directory	A directory located on the FTP server, outside of the Caltrans firewall. Rejected EWBs are filed in the Error Directory.
Error report	A report from CAS to Oracle describing EWB status.
EWB	Extra Work Bill
EWB account	A user must have an “account” to access the EWB System. The account includes an identification name, a password, and other information allowing the system to recognize the user.
EWB system	The Caltrans computer system that automates major portions of the Extra Work Bill (EWB) process. The system saves time for Contractors and Caltrans by eliminating many manual processes. The EWB System may be accessed through the Internet.
Extra work	A <i>method</i> of payment for work. Another <i>method</i> of payment is called “Adjustment of Compensation.”



<b>Term</b>	<b>Definition</b>
FAER book	Labor Surcharge and Equipment Rental Rates, a Department of Transportation publication
Force Account	One of three <i>types</i> of payment for extra work. The other <i>types</i> of payment are “Unit Price” and “Lump Sum.”
FTP Certification	A Contractor who wishes to send EWBs using the FTP method must receive Caltrans training and certification prior to using the FTP method.
FTP	File Transfer Protocol – the electronic protocol employed to send a file from one location to another, via the internet.
FTP Server	A computer network server that processes sent EWBs via FTP. Also, the Error Directory, located on the FTP server, where rejected EWBs appear.
HQ	Headquarters
Internet	The electronic communication highway linking the world-wide web.
Intranet	As opposed to the Internet, an intranet is a finite, closed-loop system contained usually within one organization or group of organizations.
Labor Compliance Office	A Caltrans district-level body that administrates the labor compliance policy established by the <i>State Labor Code</i> , the <i>Federal Labor Compliance Manual</i> , and the <i>Regulations of the U.S. Departments of Labor and Transportation</i>
Labor rate	A dollar amount paid per hour to someone who performs construction labor. Labor rates are determined through the Prevailing Wage Rates or the Contract and Proposal for each project.
Labor surcharge	A percentage paid to the Contractor for statutory payroll items stipulated by various government agencies. Labor Surcharge Rates are found in FAER book.
Lump sum	One of three <i>types</i> of payment for extra work. The other <i>types</i> of payment are “Unit Price” and “Force Account.”
Password	A secret word used for Username identification within the EWB System.
Query	A mode within the EWB System from which queries can be made.
RE	Resident Engineer – the Engineer responsible for contract administration.
Record	An entire EWB on the Title page or a single line on any of the other tabs.
Region	A Caltrans organization comprised of several Caltrans geographic districts.
Reject	The formal refusal to approve an extra work bill, by the Resident Engineer or his authorized staff. Rejected EWBs are filed in the EWB System Error Directory, and in the case of EWBs sent by Hardcopy method, the rejected EWBs are physically returned to the person who sent them.
Rejection codes	Descriptors used to describe why an EWB was rejected
Resend	The act of sending an EWB again. The RE or Contractor must resend a rejected EWB after revising it.
Review	The standard process employed by the Resident Engineer or his staff to compare sent EWBs to other documentation. The results of the comparison (review process) will determine if the EWB will be approved or rejected.
Revise	Enables changes to be made to an EWB that has been rejected.
SCO	State Controller’s Office
Send	The act of transmitting an EWB for review by Caltrans. EWBs may be sent electronically or physically.

## Appendix

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Term	Definition
Standard Specifications	A State of California, Department of Transportation publication that establishes policies and procedures for the administration of construction work and business
Status	The condition or process location of an EWB. See “status codes.”
Status codes	The EWB System uses descriptors to describe the condition or process location of EWBs. Status codes include “Pending Funds,” “Sent,” “Approved,” etc.
Unit price	One of three <i>types</i> of payment for extra work. The other <i>types</i> of payment are “Lump Sum” and “Force Account.”
User	Anyone authorized to use the EWB System
Username	An identification name assigned to the user at the time the account is set up within the EWB System. Entering the Username allows the system to recognize the user, and to grant the user rights to specific system functions.